

**FAIRFIELD COUNTY COMMISSIONERS**  
210 East Main Street  
Lancaster, OH 43130

**REQUEST FOR PROPOSALS (RFP)**  
For  
**NON RESIDENTIAL (COMMERCIAL) BUILDING  
INSPECTION SERVICES**  
Pursuant to ORC 307.862

**1 GENERAL STATEMENT**

**1.1 Purpose**

In order to provide the highest possible level of customer service to property owners and contractors and to provide for locally-based commercial building inspections, Fairfield County is asking for comparative proposals to assure we will continue to provide an excellent level of service as our area grows. Fairfield County will accept proposals from qualified firms interested in providing Non- Residential (Commercial) Building Permitting and Inspection Services. The successful firm shall be expected to expeditiously perform the necessary tasks included in the specifications and must have the capacity to handle multiple projects concurrently. The successful firm will provide services on an as needed basis throughout the term of the Agreement.

**1.2 Estimated Key Dates**

The following are the estimated key dates associated with the RFP process. Proposals received after 4:00 p.m. EDT on the Proposal Due Date (as defined below) will not be considered.

**RFP NOTIFICATION: Monday, November 30, 2020**

**PROPOSAL DUE DATE: Friday, December 18, 2020, 4:00 p.m., EDT**

**OFFER OPENING DATE: Monday December 28, 2020, 8:00 a.m., EDT**

There are references in this RFP to the Proposal Due Date, which shall mean the date, and time that the Offeror's response is due at the Fairfield County Commissioners in Lancaster, Ohio. Proposals received after 4:00 P.M. on the Due Date will not be evaluated.

The Fairfield County Commissioners reserve the right to reject any or all bids in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

### **1.3 Additional Estimated Dates**

**CONTRACT AWARD NOTIFICATION: Tuesday, January 12, 2021**  
**PURCHASE ORDER ISSUED: Wednesday, January 13, 2021**  
**CONTRACT START DATE: Monday, February 1, 2021**

### **1.4 Location for Response Opening**

The following is the site for the public opening of Offeror's response(s).

**Fairfield County Commissioners**  
**Third (3<sup>rd</sup>) Floor Hearing Room**  
**210 East Main Street**  
**Lancaster, OH 43130**

## **2 EXECUTIVE SUMMARY**

### **2.1 Purpose**

This document is a request for proposals to provide NON-RESIDENTIAL BUILDING INSPECTIONS under Section 307.862 of the Ohio Revised Code. The Fairfield County Commissioners are soliciting competitive, sealed proposals for the described work located in Fairfield County. If a suitable offer is made in response to this RFP, the Fairfield County Commissioners may enter into a contract to have the selected Offeror (the "Contractor") provide the described work.

Upon selecting the selected Offeror, the Fairfield County Commissioners shall enter into a Contract with such person or entity in accordance with Revised Code Section 307.862. A contract for the described work shall be prepared by the Fairfield County Commissioners and submitted to the selected Offeror. This RFP provides details on what is required to submit a Proposal for the Work, and what will be required of the Contractor in providing the described work. As used herein, the term "the Fairfield County Commissioners" shall also include any of their employees, agents, or representatives.

This RFP also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once a contract is awarded, the described work must be completed by the completion date agreed upon by the Fairfield County Commissioners and the Contractor.

## **2.2 Objectives**

The purpose of this RFP is to solicit proposals that fulfill the requirements, performance expectations, and deliverables as outlined in the Performance Criteria and Specifications (see Sections 3.10 and 3.11). It shall be the successful Offeror's obligation to ensure that their personnel providing any work or services in accordance with this RFP are qualified to perform such work or services.

## **2.3 Addenda and Official Notifications to Bidders**

Significant dates in connection with this RFP are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time. If schedule changes occur, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFP. It will be the responsibility of the prospective Offeror's to notify the County of their intention to submit a proposal, provide their email address, and to check his/her email on a regular basis for posted addendums, changes and other RFP information.

## **3 GENERAL INSTRUCTION**

### **3.1 Purpose**

The following sections provide details on how to respond to this Request for Proposal (RFP). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP as set forth above.

### **3.2 Contacts**

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this RFP.

James Mako  
Executive Director, Fairfield County Regional Planning Commission  
740-652-7110  
[james.mako@fairfieldcountyohio.gov](mailto:james.mako@fairfieldcountyohio.gov)

Offeror's may obtain complete copies of the Request For Proposal at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

### **3.3 Inquiries**

Offeror's may make inquiries regarding this RFP any time prior to the conclusion of the Proposal Due Date set forth above in the Estimated Key Dates. Offeror's must use email to make their inquiries. All inquiries must be addressed to and sent to James Mako : [james.mako@fairfieldcountyohio.gov](mailto:james.mako@fairfieldcountyohio.gov). The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

### **3.4 Insurance and Third Party Liability**

The successful vendor (Contractor) shall procure and maintain, or produce holding for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

A. During the term of the contract, the contractor shall provide the following types of insurance in limits no less than:

1. Commercial General Liability: The contractor shall have \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.

2. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

B. The contractor shall furnish to the County satisfactory proof of coverage of the above requirements by a reliable company or companies prior to the implementation of the contract. Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy may not be cancelled or changed without thirty (30) days advance written notice to the County. In addition, said certificates shall list the County, its officers, agents, and employees as additional insured on all required policies.

### **3.5 Indemnity and Hold Harmless Provisions**

To the fullest extent permitted by law, the Contractor shall agree to defend, indemnify and hold harmless the County, its officials, agents and, employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which

may in anyway accrue against the County, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anyway result therefore, except that arising out of the sole legal cause of the County, its agents or employees. The Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the County, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County, its officials, agents and employees as herein provided.

### **3.6 Qualifications of Proposing Contractor**

The prospective contractor must be satisfactory to the County from the standpoint of such matters as experience, length of time in business, reliability and demonstrated ability to provide the services required by the specifications. A qualified contractor must satisfy the following requirements:

- A. Maintain a permanent place of business.
- B. Have adequate manpower and equipment to perform the services in an expeditious and adequate manner.
- C. Have satisfactorily furnished services of similar size and scope for a period of at least 12 months.
- D. Provide no less than three current reference contacts for services of similar size and scope. These references are to be submitted as part of the Proposal.

### **3.7 Scope of Work**

- A. The successful firm will serve as the Chief Building Official, Master Plan Examiner and Building Inspector for Fairfield County. All permit applications must come through the Fairfield County Regional Planning Commission for site plan approval, contractor registration verification, and commercial building permitting. The scope of work to be performed by the awarded Firm may consist of, but not be limited to the following:
  - Appoint a Chief Building Official who shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Chief Building Official is responsible for building department administration. The Building Official shall issue Certificates of Plan Approval for Construction, Certificates of Occupancy, and all other orders as may be necessary for enforcement of the OBC. The Chief Building Official oversees all reports required by the State.

- Provide a plan examiner (reviewer) who are qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the building, mechanical, electrical, gas, energy, accessibility, and other applicable construction codes. The Plans Examiner's shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The primary responsibility of the Plans Examiner is to review plans and specifications for compliance with the provisions of the OBC and issue a detailed plan review as directed by the OBC.
- Provide a certified building official. The Building Official must be fully certified per Ohio law. The Building Inspector shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Building Inspector is responsible for structural and mechanical inspections, investigation and determination of conformance and compliance with all current Ohio building codes and standards.
- Provide an electrical inspector. The Electrical Inspector shall have and maintain all Ohio certifications in accordance with the Ohio Building Code (OBC). The Electrical Inspector is responsible for electrical inspections, investigation and determination of conformance and compliance with all current Ohio building codes and standards.
- Provide Walk Thru Plan Review: The firm will provide walk thru plan review for those projects deemed necessary by the Chief Building Official and Plans Examiner. Projects of greater complexity that may require extensive coordination between all parties are those seen as having a use for such services, Walk thru plan review is scheduled with the Chief Building Official and Plans Examiner and generally occur in the offices depending on the scope of the project there may or not be issued a plan review at the time of the walk through.

### **3.8 Performance Criteria**

The non-residential building inspection services being sought by the Fairfield County Commissioners hereunder includes the following:

1. Overseeing the process for completing commercial construction projects under the building department's jurisdiction consisting of the following steps:
  - Plan review and permit issued
  - Construction and inspection
  - Final approval-and issuing certificate of occupancy

2. Adhere to the Standard Procedures of the Fairfield County Building Department and the ability to work effectively and respectfully with County staff and the public.
3. Inter-agency coordination as needed.
4. Provide daily reports of building inspections.
5. Attend meetings as needed per request by County Staff.
6. Perform all other relevant assignments relating to Building Permitting and Inspection Services, as requested.
7. Maintain records in accordance with local, State, and Federal public records retention requirements.
8. The contractor shall provide all vehicles, clothing, inspection equipment, computers, cell phones, safety equipment, and other related materials and office equipment necessary to perform the services. Inspectors must carry identification clearly showing they are County authorized inspectors.
9. The contractor shall comply with all applicable federal, state, and local regulations and ordinances including but not limited to Equal Opportunity Employment and Sexual Harassment laws.
10. The Fairfield County Commissioners reserve the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the contractor.

### **3.9 Basis of RFP's**

- 3.9.1** Submit a per hour sum amount for the cost of the work in each item or as requested on the attached Bid Form.

### **3.10 Proposal Submission**

- 3.10.1** Submit a proposal amount on the original RFP Proposal Form furnished by the Fairfield County Commissioners, in this document.
- 3.10.2** Sign proposal with name typed below signature.
- 3.10.3** An RFP proposal submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFP.
- 3.10.4** Show all proposal amounts in type-written or clearly printed figures.
- 3.10.5** Oral, telephonic, facsimile or telegraphic Proposals in response to this RFP will not be accepted.

**3.10.6** Submit sealed proposals in an opaque envelope plainly marked on the outside with the Request for Proposal title, bid date and time, and name of the Offeror.

**3.10.7** If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation “SEALED RFP for NON RESIDENTIAL BUILDING INSPECTION SERVICES ENCLOSED” on the face of the RFP envelope.

**3.10.8** Mailing and delivery address is:

FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
Third Floor, Suite 301  
210 East Main Street  
Lancaster, Ohio 43130

**3.10.9** Offeror’s shall be solely responsible for the timely delivery of their proposal in response to this RFP in the manner and time prescribed. No proposal shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.

**3.10.10** Proposals in response to this RFP that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Fairfield County Commissioners discretion, be declared unacceptable.

**3.10.11** Bid Bond Requirement: No bid bond or certified check will be required.

**3.10.12** Include an attachment to describe the method that will be used to ensure quality of service for the Fairfield County Building Department

**3.10.13** Include an attachment to describe how the vendor will present exceptional value in customer service and fast turnaround time in plan review.

### **3.11 RFP Evaluation Criteria and Procedure**

The Agreement will be awarded in the following manner. Each Contractor’s proposal shall be scored based on the criteria contained in this RFP and the Contractor whose proposal is determined to be most advantageous to the County will be selected. The County will then negotiate with the selected Contractor prior to awarding the contract to ensure that the County has obtained the best value for the services solicited under this RFP. If negotiations with the selected Contractor are unsuccessful, the County will then select the next highest proposal and begin the negotiation process the next highest vendor. Preference will be given to firms who can demonstrate exceptional customer service and fast turnaround time for plan review.



- 3.11.1 The Fairfield County Commissioners reserve the right to reject any and all proposals in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.
- 3.11.2 The Fairfield County Commissioners may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the proposal submitted.
- 3.11.3 The Fairfield County Commissioners will award a contract to the selected vendor for the contracted work, as determined by the evaluation criteria listed in this RFP, and per the table below.

<b>4 EVALUATION CRITERIA</b>	<b>SCORE</b>	<b>x</b>	<b>WEIGHT</b>	<b>=</b>	<b>SCORE</b>
1. <b>Qualification of Firm for Services Requested</b>		x	1	=	
2. <b>Experience of Firm for the Type of Services Requested</b>		x	1	=	
3. <b>Commitment to Customer Service &amp; Turnaround Time</b>		x	2	=	
4. <b>Fee Schedule for FY 2021 Building Department Services</b>		x	1	=	

=   
**TOTAL SCORE** \_\_\_\_\_

**5 SUMMARY**

**5.1 Additional Requirements**

In addition to any other requirements herein, the Contractor shall comply with the requirements listed below:

- a. General requirements
- b. Coordination
- c. Safety Requirements

## **5.2 General Requirements**

- 5.2.1** The Contractor shall comply with all applicable ordinances, laws, and regulations. The Contractor shall obtain and pay for any and all required permits and inspections as needed.
- 5.2.2** The Contractor shall complete all necessary vendor forms as required by the Fairfield County Auditor's Office for payments.
- 5.2.3** The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the County prior to the start of work.
- 5.2.4** All workers must be US citizens or hold current US work certificates.
- 5.2.5** The Contractor shall require workers to wear proper clothing, including shirts and shoes, during work activities. No clothing with offensive language or gestures imprinted on it will be permitted.
- 5.2.6** The Contractor shall submit monthly invoices requesting progress payments for the work completed during the contract period.

## **5.3 Coordination**

- 5.3.1** The Contractor shall coordinate all contract work activities to meet the schedule requirements with the authorized representative of the Fairfield County Commissioners, and provide a written schedule of the work if requested.
- 5.3.2** Fairfield County may institute performance measures for fast turnaround time on plan review and exceptional customer service.

## **5.4 Safety Requirements**

- 5.4.1** The Contractor shall comply with all worker safety regulations required by law.
- 5.4.2** The Contractor shall provide all necessary equipment and precautions to keep the public safe in the immediate area during work activities.
- 5.4.3** The Contractor shall take every precaution to prevent fires or any other hazards.

# **PROPOSAL FORM**

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**PROPOSAL SUBMITTED TO:** The Fairfield County Board of Commissioners  
210 East Main Street, Third Floor  
Lancaster, Ohio 43130

## **ITEM 1: NARRATIVE**

Please provide a complete narrative describing the firm's qualifications. Please state the methods that will be used to ensure quality of service for the Fairfield County Building Department. This should include the firm's qualifications for providing commercial building inspection services, relevant experience and how the firm will ensure superior customer service.

## **ITEM 2: RATES**

Chief Building Official Services:	\$ _____ /Hour
Plans Examiner:	\$ _____ /Hour
Inspection Services:	\$ _____ /Hour
Certificate of Occupancy Issuance:	\$ _____ /Hour
Preparation of Year End BBS Report:	\$ _____ /Each

Direct Expenses:  
Mileage (Rate directed by IRS adjusted):  
Postage and delivery:  
Copying and reproduction:

- A. By submitting to this RFP, the undersigned acknowledges that the representations in this proposal are binding and agrees:
1. To enter into a Contract or Purchase Order agreement if awarded on the basis of this proposal and the attached RFP, and to furnish all requirements of this RFP.
  2. To comply with all project schedule requirements as noted.
  - 3.
- B. I have attached the following required documents to this proposal:
1. NON-COLLUSION AFFIDAVIT
  2. AFFIDAVIT OF PERSONAL PROPERTY TAX LIABILITY

NOTE: All RFPS submitted to the Board of Fairfield County Commissioners must follow the guidelines in Section

**3.10 - PROPOSAL SUBMISSION.**

**Signature of OFFEROR:** \_\_\_\_\_

**Typed Name of OFFEROR:** \_\_\_\_\_

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



FAIRFIELD COUNTY BUILDING DEPARTMENT  
210 EAST MAIN STREET; ROOM 302  
(740) 652-7130 (740) 652-7110  
(614) 322-5203 Fax  
<https://www.co.fairfield.oh.us/building-department/>

## STANDARD PROCEDURES

### **Upon Receipt of Building Plans**

1. The applicant must have:
  - a. 4 sets of plans (3 sets of site plans)
  - b. Application (verify completeness – attached permit with minimal requirements highlighted attached)
  - c. Deposit \$130.00
2. Consult the Permit Tracking Report, assign a permit number, and update the Permit Tracking Report with the necessary information.
3. Create an invoice for the deposit complete with date and receipt number. Print three copies. One copy with the receipt is given to (or mailed) to the applicant. Make a file folder and insert a copy. The final copy is put in the wire rack for processing when the bank statement comes.
4. Package three sets of plans (two sets of site plans) and the application. Send to Building Official by UPS using UPS Account V80V17. UPS labels may be completed by hand or online.
5. Package and send one set of plans with one set of the site plans to the applicable fire department by UPS.
6. Scan the permit application and forward to the applicable township zoning officer and Dennis Oliver (Department of Health Plumbing Inspector).
7. Prepare a deposit slip (a slip for each check processed). Take the deposit to the bank. Put the receipt number on the bank receipt and put in the folder on the wire rack.

### **When the plans come back from BUILDING OFFICIAL**

1. Building Official office should send:
  - a. 3 sets of plans
  - b. Application
  - c. Certificate of Plan Approval or Correction Letter
  - d. Plan Review Sheet

## FAIRFIELD COUNTY BUILDING DEPARTMENT STANDARD PROCEDURES

2. Create an invoice (See the summary on the back page of the permit application for help). Print 3 copies.
3. Prepare the Permit Card (heavy card stock paper). Do not date or issue until fees are paid.
4. Call the applicant with the invoice amount.
5. When the applicant arrives have him sign 2 sets of the Certificate of Plan Approval forms and accept payment.
6. Put the date and receipt number on the three copies of the invoice.
7. Give the applicant:
  - a. 2 sets of plans
  - b. Signed Certificate of Plan Approval
  - c. Permit Card (add date and initial the issued by – X or cross out anything not pertinent).
  - d. Copy of the Invoice (make sure to date and include the receipt number)
  - e. Receipt
8. Put one copy of the invoice and plan review sheet in the file folder along with the permit application. Put the third copy with plan review sheet in the wire rack for processing when the bank statement comes. Put the third set of plans in the file folder if small enough. If not, put them in the library.
9. Prepare a deposit slip (a slip for each check processed). Take the deposit to the bank. Put the receipt number on the bank receipt and put in the folder on the wire rack.

### **Upon Receipt of Resubmittal of Building Plans**

1. The applicant must have 3 sets of plans (2 sets of site plans if being resubmitted)
2. Update the Permit Tracking Report with the necessary information.
3. Package three sets of plans (two sets of site plans) and the application and send to Building Official by UPS using UPS Account V80V17. UPS labels may be completed by hand or online.

### **Inspections**

1. Inspections called in by 3:00 pm will be scheduled the next business day.
2. Preferably after 3:00 pm each day (but no later than 8:00 am of the inspection day) the inspection voice mail (line 7130) needs to be listened to and the daily inspection log needs to be completed. Make sure the contractor requesting the inspection registration is current. If the contractor not registered or registration is not current and this is the first inspection request, go ahead and schedule the inspection but call

## FAIRFIELD COUNTY BUILDING DEPARTMENT STANDARD PROCEDURES

the contractor and inform him that while the inspection will be completed as requested, no further inspections will be made until registration is current.

3. The completed daily inspection form is emailed to \_\_\_\_\_.

### **Contractor Registration - New**

1. The applicant must have:
  - a. Permit application (verify completeness).
  - b. Copy of certificate of coverage from insurance company naming Fairfield County Building Department as certificate holder showing liability insurance with a minimum coverage of at least \$300,000.
  - c. A \$10,000 Surety Bond payable to the Fairfield County Building Department on FCBD bond form.
  - d. Copy of current Workers Compensation Certificate for businesses that have more than one employee.
  - e. Registration Fee of \$75.00 applies for each major category that is applied for on the application. Categories are general or each skilled trade.
2. Consult the Contractor Permit Tracking Report, assign a contractor number, and update the Contractor Tracking Report with the necessary information.
3. If everything is not correct, complete the Registration info missing or expired form and mail to the contractor.
4. If everything is correct and current, complete Certificate of Registration and print in color (heavy card stock paper – marble blue). Write a receipt for the registration fee and mail the receipt and Certificate of Registration to the Contractor.
5. Prepare a deposit slip (a slip for each check processed). Take the deposit to the bank. Put the receipt number on the bank receipt and put in the folder on the wire rack.

### **Contractor Registration – Monthly Review**

1. Consult the Contractor Permit Tracking Report at least once a month. If contractor registration is within thirty days of expiration or has expired, complete Contractor Information Needed Form, put a copy of the form in the contractor's file, mail the original to the contractor and update the Contractor Tracking Report with the necessary information.