



**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

The City of Novi will receive sealed proposals for **Supplementary Building & Trade Inspection Services** according to the specifications of the City of Novi.

Sealed proposals, with fee proposals in a separate sealed envelope, will be received until **2:00 P.M.**, prevailing Eastern Time, **Wednesday, January 8, 2025**. *Fee proposals will not be read at this time.* Proposals shall be addressed as follows:

**CITY OF NOVI
FINANCE DEPARTMENT**
45175 Ten Mile Rd.
Novi, MI 48375-3024

All proposals must be signed by a legally authorized agent of the bidding firm. Please mark the mailing envelopes/package with the name of the RFP (**Supplementary Building & Trade Inspection Services and Plan Review Services RFP**) and the name of the Proposer.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Tracey Marzonie
Purchasing Manager

Notice dated: December 2, 2024

NOTICE TO PROPOSERS:

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES AND PLAN REVIEW SERVICES- RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

INSTRUCTIONS TO PROPOSERS

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date	December 2, 2024
Last Date for Questions	Wednesday, December 18, 2024 by 12:00 P.M. Submit questions via email to: Tracey Marzonie, Purchasing Manager tmarzonie@cityofnovi.org
Response Due Date	Wednesday, January 8, 2025 by 2:00 P.M. EDT

PROPOSAL SUBMITTALS

Provide **one (1)** unbound signed original copy of your proposal **and one (1)** digital copy (flash drive or CD). Original copy may be clipped but should not be stapled or bound. ***Fee proposals must be sealed in a separate envelope which may be included in the same mailing envelope as your technical proposal. Do not include any pricing or fees in your technical proposal.*** No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE RFP/ADDENDUM

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have

obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for services. The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful proposer, the contract may be renewed for two (2) additional years in one (1) year increments at the same terms and conditions of the original contract. Contract start February 9, 2025.

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured and meeting the requirements in Attachment A must be provided by the successful proposer prior to commencement of work and remain in force during the entire contract period. The City must have a current certificate on file for the duration of the contract.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at the location specified and date & time specified. There will be no exceptions to this requirement. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposals. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Proposals must show unit and total prices. **ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or

exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and
- (b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES AND PLAN REVIEW SERVICES- RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

SPECIFICATIONS

OVERVIEW

The City of Novi is soliciting proposals from qualified and experienced firms to assist the Community Development Department with inspection and plan review services for commercial, residential and industrial projects in accordance with the State of Michigan Construction Codes on an as-needed basis. The qualified firms must be committed and strive to deliver excellence in customer service.

The intention of this document is to enter into a contract with one or more qualified firms in order to provide the necessary services and meet departmental demands. It is the intent of these specifications to cover the furnishing and delivery to the City of Novi supplementary building & trade inspection and review services for residential, commercial, and industrial buildings. The specifications cover the general requirements. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interest of the City.

BACKGROUND

The City of Novi is a residential community in Oakland County Michigan with a population exceeding 66,000. The community includes important research, technical, service employers as well as educational institutions. It enjoys an excellent reputation in Southeast Michigan for its proactive government, community planning with many public parks and open space.

The City of Novi is a full service municipality. General information regarding the City is available at www.cityofnovi.org.

SCOPE OF WORK

Assist the Community Development Department with commercial, residential and industrial supplemental inspection and plan review services. The City can make no guarantees relating to the amount of work that will actually be available. The City reserves the right to have City staff perform any or all of this work at its discretion. The City may enter into a contract with one or more qualified firms in order to provide the necessary services and meet departmental demands.

- Customer service- the City of Novi is committed to excellence in customer service. Qualified firm team member(s) must provide knowledgeable, courteous, assist in improving and efficient customer service and strive to deliver quality customer service.

- Inspections and Plan Review must be for compliance with applicable portions of the State of Michigan Building, Residential, Plumbing, Mechanical, Electrical, Barrier Free Code, Energy Efficiency and referenced Fire Code provisions.
- Inspection services will include basic coordination with Plan Review, Clerical, Fire Review and Inspection and other Department inspection staff.
- Written notice of inspection left onsite for every inspection. Daily and remote entry of inspection results into BS&A Building Department.net software system may be required. Computer access may be provided by the City of Novi.
- Supplemental inspection staff must be available a minimum of (1) hour a day (preferred 7:30-8:30 am) in the City of Novi Community Development offices for consultation with contractors and/or property owners. (may be waived at the discretion of the Building Official or designee)
- All inspection staff must have and maintain at all times registration in appropriate inspection areas in accordance with the provisions of Act 407 of the State of Michigan and must demonstrate compliance. ICC certification desired. The City shall not be responsible for time and/or cost for continuing education of inspection staff or maintenance of certifications and registration.
- Inspection staff must keep complete, well-organized records of inspections including timely entry in tracking documents.
- Inspection staff must be able to conduct inspections, consult with the public and contractors and communicate with the public in an effective, respectful, helpful, and friendly and productive manner.
- Inspection services will be utilized on as a needed basis by the City up to and including full time if needed to provide the needed level of service. Inspection services are expected to be provided when the contractor is notified by 4pm the previous business day.
- The City will provide Code reference documents, a computer workstation, access to printer and printing supplies only. Inspection staff must be competent in Microsoft Word, and Excel, and able to quickly perform basic functions in BS&A Building Department.net. Staff will be required to sign and adhere to all City of Novi third party technology use and policy documents and standards.
- All inspection staff must provide cell phone access for City staff during service hours. This will be provided without cost to the City.
- Inspectors must submit for and pass a driver's license and background check. The City will provide a municipal vehicle for use to and from inspections only.
- The physical demands while performing the duties of this job regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear, frequently required to stand, walk, and sit, kneel, crawl, crouch, climb, or stoop, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus.
- Plan Review reports must be provided for building and trades including basic analysis to accompany approved plan sets.

REQUIREMENTS

- Inspection services must be provided as-needed on a next day schedule. Pricing is also requested for same-day service if needed.
- The successful firm must have experience with similar projects such as: hospitals, covered malls, large strip malls, medical office building, hotels, high hazard uses, mall tenant build-outs, industrial buildings, night clubs, restaurants, and churches.
- All inspectors must be registered under Act 54 in their appropriate fields.
- Ability to perform building, electrical, mechanical, plumbing, barrier free, energy code and referenced inspections and plan reviews, including trade reviews.
- The City of Novi Building Official or their designee shall have the right to approve or disapprove inspectors based on performance, attitude and communications with others, team's attitude, professionalism and other applicable criteria.
- City of Novi is committed to excellent customer service. Must demonstrate ability to consistently and effectively deliver a high level of quality customer service to all customers and visitors serviced by, as well as within in the City organization.
- Follow inspection procedures as defined by supervisory staff.
- Appropriate dress – no contractor symbols.
- No smoking or vaping on City property or in City Vehicles
- Other duties as assigned.

PREFERRED QUALIFICATIONS

- ICC certified appropriate inspection fields
- Ability and certifications to perform Fire Alarm and Fire Suppression inspections.

PAYMENTS

Payments for services under this contract shall be made on an hourly basis. Benefits, supervisory time, administrative time, insurance, fuel surcharges, taxes, other overhead, profit and any other miscellaneous costs are **not** chargeable directly but are overhead and the cost will be included in the hourly rate(s). The City will not pay for travel time to the City offices at beginning of work day or travel time when leaving offices at end of work day.

WORKMANSHIP

All work under the resulting contract will be performed in a skillful and workmanlike manner and shall meet with the approval of the Building Official or his authorized representative.

REGULATIONS AND SAFETY GUIDELINES

All contractors and subcontractors performing services for the City are required to comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

SELECTION PROCESS

The City of Novi reserves the right to interview any number of qualifying firms as part of the evaluation process. The decision of which firm(s) to contact, if any, will be based on the evaluation criteria set forth herein, as determined in the evaluation process. Meetings with shortlisted proposers will provide additional information and criteria upon which the City will base its selection decision. The City of Novi reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The City of Novi is not required to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, references, methodology, timelines or capacity, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

Proposals will be evaluated and ranked. The City of Novi reserves the right to reject any and all proposals to make an award based directly on the proposals. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, including but not limited to quality, longevity, compliance with applicable standards, vendor qualifications and experience and cost analysis.

1. Qualifications, Experience and Training

The firm shall have on staff personnel who have experience with similar projects. Outline why the City should select your firm to provide the required services. Provide a profile of your firm, including history. Firm should clearly identify who shall be assigned to this project and provide their credentials and experience.

2. Comparable Projects

Provide a list of comparable projects that have been successfully completed by your firm.

3. Methodology

Provide the firm's method of approach or work plan summary to meet the City's objectives. Include copy/copies of inspection checklists from a recent significant project (i.e. hospital, large medical office building, or hotel).

4. Capacity

Is staff accessible and available to assist the City with this project? Describe how your firm can provide resources to assist the City. State your capacity to perform the work as described.

5. References

Provide references for similar work performed by your firm including the staff that would be providing service to the City.

6. Cost Proposal

Present a SEPARATE SEALED fee proposal identifying an hourly rate for each of the inspection categories. Out-of-pocket expenses, administrative charges, and so on

are to be included in hourly rate. Any travel time, etc., for which a contractor is obligated to pay his employee should be considered a part of overhead, and allowances for such, figured into the fee quoted to the City



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits,

the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
 - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
 - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
 - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

VENDOR QUESTIONNAIRE

Failure to answer all questions could result in rejection of your proposal. Please attach additional sheets if necessary.

Name of Firm _____

Address: _____

City, State Zip _____

Telephone _____ Fax _____

Mobile _____

Agent's Name (please type) _____

Agent's Title _____

Email Address: _____

Website _____

1. Organizational structure: Corporation, Partnership, etc. _____

2. Firm established: _____

3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?

No _____ Yes _____ Reason: _____

4. Under what other or former names has your organization operated?

5. How many full time employees? _____ Part time? _____

6. How many years has your company been providing inspection and plan review services? _____

7. How many clients does your company currently serve with the type of services described?

8. Please provide a complete description of the services you will provide for the City.

9. What are the qualifications of your staff and/or consultants that will be doing the inspections? Include all applicable registrations and certifications. Attach additional sheets if necessary.

10. What are your billing procedures?

11. Additional information / Points not covered. Attach additional sheets if necessary.

12. References: Provide at least three (3) client references. Include name address, phone, contact person and briefly describe scope of services.

Company _____

Address _____

Phone _____ Contact name _____

Scope of services _____

Company _____

Address _____

Phone _____ Contact name _____

Scope of services _____

Company _____

Address _____

Phone _____ Contact name _____

Scope of services _____

13. Can you meet the City's insurance requirements? Yes _____ No _____

14. Please provide a copy of your inspection checklists.

Yes _____ No _____

15. Our fee proposal is included in a separate sealed envelope.

Yes _____ No _____

16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No _____ Yes _____

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: _____

Representative's Name (please print) _____

Date _____



CITY OF NOVI

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

FEE PROPOSAL

We, the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Building Code Plan Review & Inspection

Hourly Rate

A. Plan Review: Building/Mechanical/Electrical/Plumbing \$ _____

Inspection Categories (M-F, minimum four (4) hours per day)

	Hourly Rate (Prior day notice)	Hourly Rate (Same day notice)
B. Building	\$ _____	\$ _____
C. Mechanical	\$ _____	\$ _____
D. Plumbing	\$ _____	\$ _____
E. Electrical	\$ _____	\$ _____

Alternates

F. Fire Alarm	\$ _____	\$ _____
G. Fire Suppression	\$ _____	\$ _____

We acknowledge receipt of the following Addenda: _____
(please indicate numbers)

Exceptions (all exceptions must be noted here):

Comments: _____

Non-Iran Linked Business

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal submitted by:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized Agent's Name _____

Authorized Agent's Title _____

Authorized Agent's Signature _____

E-mail _____

Date _____