



INVITATION TO BID

ITB-2016-07

**BUILDING INSPECTION, PLANS
REVIEW/INSPECTION SERVICES
IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED
SERVICES**



PUBLIC NOTICE

INVITATION TO BID

ITB-16-07

FOR BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES, PERMIT CLERKS AND RELATED SERVICES TO PROVIDE SERVICES ON AN “AS-NEEDED BASIS” AND ON AN “ON-GOING BASIS” FOR THE BUILDING DEPARTMENT.

Scope of Services

This Invitation to Bid (ITB) seeks responses from Consultants with strong professional qualifications and proven record of in providing services to municipalities including inspection, zoning/land use and plans review services for various trades and disciplines. The selected Consultant will provide building, plumbing, electrical, mechanical and structural inspection and plans review services and any related services requested by the City, as outlined in the Florida Building Code, and as referenced herein. Contractor may not perform private practice, in any fashion, within city limits.

The ITB seeks proposals from firms employing staff with qualifications in the following specialized areas:

- Building Inspector
- Building Plans Examiner
- Electrical Inspector
- Electrical Plans Examiner
- Mechanical Inspector
- Mechanical Plans Examiner
- Plumbing Inspector
- Plumbing Plans Examiner
- Elevator Inspector
- Elevator Plans Examiner
- Roofing Inspector
- Structural Plans Examiner
- Zoning/Land Use Review
- Permit Clerks

The City of Sweetwater provides bid information in the “RFP’s/RFQ’s” section of its website, please visit: <http://www.cityofsweetwater.fl.gov>

Bid packages may be downloaded effective July 12th, 2016 from the RFP’s/RFQ’s section of the city’s website. Bidders are shall be responsible for checking the website for addendums, questions & answers, clarifications and any other announcements relevant to this ITB, which will become part of the ITB bid package. Questions shall be made in writing only to: bids@cityofsweetwater.fl.gov. Cut off for questions will be on August 11th, 2016 at 5:00PM.

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES

Page 2



Sealed proposals will be received until August 26th, 2016 no later than 2:00PM (submissions after the stated time will be automatically disqualified) at the following address:

City of Sweetwater City Hall - City Clerk's Office
500 SW 109 Avenue, 2nd Floor
Sweetwater, Florida 33174

Bids shall be clearly labeled:

**“City of Sweetwater
ITB-2016-07
Building Inspection, Plans Review/Inspection Services in Various Disciplines, Permit
Clerks and Related Services”**

THE CITY OF SWEETWATER RESERVES THE RIGHT TO ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF SWEETWATER, OR WAIVE ANY INFORMALITY IN ANY PROPOSAL. THE CITY OF SWEETWATER MAY ALSO REJECT ANY AND ALL PROPOSALS, WHOLE OR IN PART. THE CITY ALSO RESERVES THE RIGHT TO AWARD A CONTRACT, WHICH, IN ITS JUDGMENT, WILL BE TO THE BEST INTERESTS OF THE CITY OF SWEETWATER AND ITS RESIDENTS.



TABLE OF CONTENTS

| | |
|--|----|
| PUBLIC NOTICE | 2 |
| I. OVERVIEW AND PROPOSAL PROCEDURES | 5 |
| A. INTRODUCTION / BACKGROUND | 5 |
| B. PURPOSE & ITB TIMETABLE | 5 |
| C. PROPOSAL SUBMISSION | 6 |
| D. CONTACT /ADDITIONAL INFORMATION/ADDENDA | 6 |
| E. WITHDRAWALS OF PROPOSALS | 7 |
| F. ITB POSTPONEMENT/CANCELLATION/REJECTION/AWARD | 7 |
| G. COSTS INCURRED BY PROPOSERS | 7 |
| H. EXCEPTIONS TO ITB | 7 |
| I. SUNSHINE LAW | 7 |
| J. NEGOTIATIONS | 7 |
| K. RULES; REGULATIONS; LICENSING REQUIREMENTS | 8 |
| L. DEFAULT | 8 |
| M. CONFLICT OF INTEREST | 8 |
| N. COMPLIANCE WITH THE CITY'S LOBBYIST LAWS | 8 |
| O. PROPOSER'S RESPONSIBILITY | 9 |
| P. RELATIONSHIP TO THE CITY | 9 |
| II. SCOPE OF WORK/SPECIFICATIONS | 9 |
| A. AREAS OF SPECIALIZATION / BUILDING TRADES | 9 |
| B. TASKS | 10 |
| C. POWERS AND DUTIES | 11 |
| D. MINIMUM REQUIREMENTS/QUALIFICATIONS | 16 |
| 1. TEAM'S EXPERIENCE PREVIOUS | 16 |
| 2. PROJECT MANAGER'S EXPERIENCE | 16 |
| 3. PREVIOUS SIMILAR PROJECTS | 17 |
| COST PROPOSAL – AS NEEDED BASIS | 18 |
| COST PROPOSAL – ON-GOING BASIS | 19 |
| III. PROPOSAL FORMAT | 20 |
| 1. TABLE OF CONTENTS | 20 |
| 2. PROPOSAL POINTS TO ADDRESS | 20 |
| 3. ACKNOWLEDGMENT OF ADDENDA | 22 |
| 4. ANY OTHER DOCUMENTS REQUIRED BY THIS ITB | 22 |
| IV. EVALUATION/SELECTION PROCESS | 22 |
| V. FLORIDA PUBLIC RECORDS LAW | 23 |
| ATTACHMENT 1: INSURANCE CHECK LIST | 25 |
| ATTACHMENT 2: SWORN STATEMENT ON PUBLIC ENTITY CRIMES | 28 |
| ATTACHMENT 3: REFERENCES | 37 |



SECTION I - OVERVIEW AND PROPOSAL PROCEDURES:

A. INTRODUCTION / BACKGROUND

The City of Sweetwater is accepting proposals for Professional Building Inspection, Plans Review Services in various disciplines, and Permit Clerks for the City of Sweetwater Building Department and related services. The ITB seeks proposals from firms employing staff with qualifications in the following specialized areas: Building Inspector; Roofing Inspector; Electrical Inspector; Plumbing Inspector; Zoning inspector, Mechanical Inspector; Building Plans Examiner; Electrical Plans Examiner; Plumbing Plans Examiner; Mechanical Plans Examiner; Structural Plans Examiner; Elevators Inspector, Elevator Plans Examiner and Permit Clerk.

The price and terms for the contracts will be negotiated after City Commission approves authorization to negotiate. Each proposed contract shall be for a one (1) year term, with two (2) one-year renewal options at the City's option.

In order to address the variable demand requirements in the Building Department, and to be able to offer customers a tailored level of service, the Administration is recommending that an Invitation to Bid (ITB) for building inspection, plans review services in various professional disciplines, and permit clerks is issued to provide professional building inspection and plans review services on an "as-needed basis" and an "on-going basis" for the Building Department. If needed, the successful bidder shall be required to coordinate with other city departments in order to ensure and maximize the delivery of optimal services.

B. PURPOSE & ITB TIMETABLE

The purpose of issuing this Invitation to Bid is to evaluate and recommend award for each trade category based on specific category qualifications. Firms are to submit qualifications for each category if applicable and shall not be limited to one (1) category. The anticipated schedule for this ITB and contract approval is as follows:

- ITB Issued July 12th, 2016
- Deadline for receipt of questions August 11th, 2016
- Deadline for receipt of Proposals August 26th, 2016, at 2:00 p.m.
- Evaluation Committee meeting August 29th, 2016
- Special Commission meeting September 12th, 2016
- Contract negotiations September 13th, 2016
- Projected contract start date October 1st, 2016



C. PROPOSAL SUBMISSION

An original and ten (10) copies of complete proposals must be received no later than 2:00 p.m. on August 26th, 2016 at the following address:

City of Sweetwater City Hall – City Clerk’s Office
Clerk’s Office – 2nd Floor
500 SW 109 Avenue
Sweetwater, Florida 33174

The original and all copies must be submitted to the Clerk’s Office in a sealed envelope or container stating on the outside the Proposer’s name, address, telephone number, ITB number, title, and due date. No other form of responses will be considered.

The responsibility for submitting a response to this ITB to the City Clerk’s Office on the stated time and date will be solely and strictly that of the Proposer. The City will in no way be responsible for delays caused by the U.S. Post Office or caused by any other entity or by any occurrence. Responses received after the ITB due date and time (i.e., after 2:00PM on August 26th) will not be accepted and will not be considered. Bids may only be submitted on the day of August 26th (i.e., no early submissions) between 9:00AM and no later than 2:00PM

Proposers are advised that this ITB and any contract awarded on a lowest most responsive responsible basis.

D. CONTACT /ADDITIONAL INFORMATION/ADDENDA

The point of contact shall be Bids@cityofsweetwater.fl.gov.

The City will issue, via its website, replies to inquiries and any other corrections or amendments, as it deems necessary, in written addenda issued prior to the deadline for responding to the ITB. Bidders shall be responsible for checking the website on a daily basis. **Proposers should not rely on representations, statements, or explanations, other than those made in this ITB or in any written addendum to this ITB.**

Cone of Silence: Proposers are advised that oral communications with regard to this ITB between the Proposer, or their representatives, and the Mayor or City Commissioners and their respective staff, or members of the City’s administrative staff (to include the Mayor and his staff), or evaluation committee members, is prohibited.



E. WITHDRAWALS OF PROPOSALS

Proposals shall be irrevocable until contract award unless withdrawn in writing prior to the proposal due date or after expiration of 120 calendar days from the opening of Proposals without a contract award. Letters of withdrawal received after the proposal due date and before said expiration date and letters of withdrawal received after contract award will not be considered.

F. ITB POSTPONEMENT/CANCELLATION/REJECTION/AWARD

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, Proposals; re-advertise this ITB; postpone or cancel, at any time, this ITB process; or waive any irregularities in this ITB or the bid process, or in any Proposals received as a result of this ITB. The City also reserves the right to award a contract, which, in its judgment, will be to the best interests of the City of Sweetwater and its residents.

G. COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of Proposals to the City, or any work performed in connection therewith, shall be the sole responsibility of the Proposer(s) and shall not be reimbursed by the City.

H. EXCEPTIONS TO ITB

Proposers must clearly indicate any exceptions they wish to take to any of the terms in this ITB, and outline what alternative is being offered; which exceptions and alternatives shall be included and clearly delineated in proposers' submittal response. The City, at its sole and absolute discretion, may accept or reject the exceptions. In cases in which exceptions are rejected, the City shall require the Proposer to comply with the City of Sweetwater particular term and/or condition of the ITB which proposer takes exception to (as said term and/or condition was originally set forth on the ITB).

I. SUNSHINE LAW

Proposers are hereby notified that all proposals, including with or without limitation any and all information and documentation submitted will be available for public inspection after opening of Proposals, in compliance with Chapter 286, Florida Statutes, (the Florida "Government in the Sunshine Law.")



J. NEGOTIATIONS

The City may award a contract on the basis of initial offers received, without discussion, or may require proposers to give oral presentations based on their Proposals. The City reserves the right to enter into further negotiations with the top-ranked Proposer (following authorization of negotiations by the City). No proposer shall have any rights in the subject project or property or against the City arising from such negotiations. Notwithstanding the proceeding, the City is in no way obligated to enter into a contract with the top-ranked and/or successful proposer, in the event the parties are unable to negotiate a contract.

K. RULES; REGULATIONS; LICENSING REQUIREMENTS

Proposers are expected to be familiar with, and comply with, all Federal, State, County, and City laws, ordinances, codes, and regulations that may in any way affect the services offered, including without limitation the Americans with Disabilities Act, Title VII of the Civil Rights Act, the EEOC Uniform Guidelines, and all EEO regulations and guidelines. Ignorance of the law(s) on the part of the Proposer will in no way relieve it from responsibility for compliance.

L. DEFAULT

Failure or refusal of a Proposer to execute a contract following award by the City Commission, or untimely withdrawal of a proposal before such award is made and approved, may result in forfeiture of that portion of any surety required as liquidated damages to the City. Where surety is not required, such failure may result in a claim for damages by the City and may be grounds for removing the Proposer from the City's vendor list.

M. CONFLICT OF INTEREST

All Proposers must disclose, with in their proposal, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Sweetwater. Further, all Proposers must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates.

Contractor may not perform private practice, in any fashion, within city limits.

N. COMPLIANCE WITH THE CITY'S LOBBYIST LAWS

All Proposers are expected to be or become familiar with all City of Sweetwater Lobbyist laws, as amended from time to time. Proposers shall ensure that all City of Sweetwater Lobbyist laws



are complied with, and shall be subject to any and all sanctions, as prescribed herein, including disqualification of their Proposals, in the event of such non-compliance.

O. PROPOSER'S RESPONSIBILITY

Before submitting a proposal, each Proposer shall be solely responsible for making any and all investigations and examinations, as it seems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such investigations and examinations, will not relieve the Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract documents, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the proposer.

P. RELATIONSHIP TO THE CITY

It is the intent of the City, and proposers hereby acknowledge and agree, that the successful Proposer is considered to be an independent contractor and that neither the Proposer, nor the Proposer's employees, agents, and/or contractors, shall, under any circumstances, be considered employees or agents of the City.

SECTION II -- SCOPE OF WORK/SPECIFICATIONS:

The purpose of issuing this Invitation to Bid is to evaluate and recommend award for each trade category based on specific category qualifications. Firms are to submit qualifications for each category if applicable and shall not be limited to one (1) category.

A) AREAS OF SPECIALIZATION / BUILDING TRADES:

This ITB seeks proposals from firms employing staff with qualifications in the following building trade specialized areas:

- **Building Inspector** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Building Plans Examiner** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Electrical Inspector** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;



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- **Electrical Plans Examiner** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
 - **Mechanical Inspector** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
 - **Mechanical Plans Examiner** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
 - **Plumbing Inspector** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
 - **Plumbing Plans Examiner** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
 - **Elevator Inspector** with State of Florida/Department of Business & Professional Regulations, CEI, Certified Elevator Inspector certification holding a valid QEI national license.
 - **Elevator Plans Examiner** must be an elevator Inspector with State of Florida/Department of Business and Professional regulations, CEI, Certified Elevator Inspector certification, holding a valid QEIS, Qualified Elevator Inspector Supervisor national license.
 - **Roofing Inspector** with the State of Florida Certification & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
 - **Structural Plans Examiner** with the State of Florida Registration a Professional Engineer (PE) in the Structural discipline & meeting the minimum requirements for the Miami-Dade County Board of Rules and Appeals (BORA) Certification.
 - **Permit Clerks:** with a minimum of two years as a Permit Clerk in another jurisdiction in the State of Florida or experience as deemed appropriate, and a High School Degree.

B) TASKS:

- Conduct technical field inspections of buildings, equipments and installations during various phases of plumbing construction, installation and operation and grant inspection approvals, if found in compliance with applicable codes and regulations, and provide written comments, if found not in compliance with applicable codes and regulations.
- Review plumbing, electrical or mechanical installation plans, specifications and materials listed for residential and commercial projects, and grant approvals, if found in compliance with



applicable codes and regulations, and provide written comments, if found not in compliance with applicable codes and regulations.

- Evaluate alternate methods, procedures, materials and products for compliance with the South Florida Building Code requirements, whichever is applicable, depending on the date of the application or construction.
- Approve and disapprove proposed plans in accordance with the applicable Code and other regulatory requirements and discuss disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Render information concerning the applicable Code and make interpretations of its contents. Make decisions as to the feasibility of deviations from the Codes under various conditions.
- Perform related work as required by the Building Department

C) POWERS AND DUTIES:

“Excerpts from the Miami-Dade County Code Chapter 8”

(3) BUILDING PLANS EXAMINER: To be eligible for appointment as a Building Plans Examiner individual shall be certified by the Board of Rules and Appeals and shall be one of the following:

(aa) A Florida Registered Professional Engineer having practiced within the area of jurisdiction of this Chapter for at least five years.

(bb) A Florida Registered Architect having practiced within the area of jurisdiction of this Chapter for at least 5 years.

(cc) A licensed General Contractor with five years’ experience, all of which shall have been within the jurisdiction of this Chapter.

(dd) A currently certified Building Official, Plans Examiner or Inspector having five years of experience in such position(s), three years of which shall have been within the jurisdiction of this Chapter.

(ee) A currently certified Building Inspector having an Associate of Science Degree in a course of education approved by the Board of Rules and Appeals and having five years’ experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of this Chapter; or three years experience as a Building Official, Plans Examiner or Inspector, all of which shall have been within the jurisdiction of this Chapter.



(4) CERTIFICATION OF STRUCTURAL PLANS EXAMINER: To be eligible for appointment as a Structural Plans Examiner, an individual shall be certified by the Board of Rules and Appeals and shall be a Florida licensed professional engineer who has obtained such license by examination under the structural discipline and who has practiced as a structural engineer within the jurisdiction of this Chapter for a period of 5 years.

(b) BUILDING INSPECTOR (STRUCTURAL)

(1) A Building Inspector, if properly qualified, may be certified and assigned duties in more than one category.

(2) Building Inspectors shall have the powers and duties as may be delegated by the Chief Building Inspector or Building Official.

(3) To be certified in the category of Building Inspector (Structural), individuals shall have at least one of the following:

(aa) Five years construction experience in a supervisory capacity and at least one of the following:

(1) A General Contractor's license and a current Certificate of Competency issued by the Florida Construction Industry Licensing Board; or

(2) A General Contractor's license issued and a current Certificate of Competency by Miami-Dade County Construction Trade Qualifying Board or

(3) A General Contractor's license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals.

(bb) Two years construction experience and possessing an Associate of Science Degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possessing a current certificate of competency as a general contractor, in the State of Florida.

(cc) A current license from the State of Florida as an Architect or Engineer and building construction experience.

(c) BUILDING INSPECTOR (COMMERCIAL ROOFING)

(1) A Building Inspector, if properly qualified, may be certified and assigned duties in more than one category.



(2) Building Inspectors (Commercial Roofing) shall have the powers and duties as may be delegated by the Chief Building Inspector or Building Official in connection with the review and approval of roofing permit applications, enforcement and inspections of the roofing sections of the Building Code and other applicable Codes and Standards for all occupancies provided in the Code.

(3) To be certified in the category of Building Inspector (Commercial Roofing) candidates shall have at least one of the following:

(aa) Five years of experience in the roofing industry, two of which shall have been in a supervisory capacity and holding a current certificate as a Roofing Contractor issued by:

(1) The Miami-Dade County Construction Trades Qualifying Board; or

(2) Florida Construction Industry Licensing Board.

(bb) Five years' experience in the roofing industry and certification as a Building Inspector in Miami-Dade County and holding a personal certificate from the Miami-Dade County Construction Trades Qualifying Board as a Roofing Inspector or Contractor.

(cc) Five years experience in the roofing industry and certification as a Building Inspector in Miami-Dade County and holding a personal certificate as a General Contractor issued by either:

(1) The Florida Construction Industry Licensing Board, provided the number of the license shall be less than #7837; or

(2) The Miami-Dade County Construction Trades Qualifying Board.

(dd) Five years' experience in the roofing industry and holding a current license from the State of Florida as a registered Architect or Engineer.

(4) Any person holding a current certificate from the Board of Rules and Appeals as a Building Inspector who will perform roofing inspections shall hold a certificate and/or license as a Roofing Contractor or inspector and be certified as a Roofing Inspector by December 31st, 1992. After that date such persons shall not be eligible for certification to perform roofing inspections in Miami-Dade County.

Sec. 8-21.3(a) Electrical plans examiner.

(1) To be eligible for appointment as a Electrical Plans Examiner, an individual shall be certified by the Board of Rules and Appeals and shall be one of the following:



(aa) A Master Electrician having held a certification issued by the Miami-Dade County Construction Trades Qualifying Board for a period of at least five years and having five years of field experience under that certification.

(bb) A State Certified Electrical Contractor having held a certification issued by the Florida Electrical Contractor's Licensing Board for a period of at least five years and having five years of field experience under that certification.

(cc) A Florida licensed professional engineer having obtained a license pursuant to examination in the electrical discipline and having had five years of field experience under that license.

(2) ELECTRICAL INSPECTORS:

(a) Each Electrical Inspector shall have:

(aa) At least five years of field experience as a Certified Journeyman Electrician or Master Electrician issued by the Miami-Dade County Construction Trades Qualifying Board; or,

(bb) At least five years of field experience as a state Certified Electrical Contractor issued by the Electrical Contractors' Licensing Board.

Sec. 8-21.3(b). PLUMBING PLANS EXAMINERS

(1) As a Plumbing Plans Examiner, an individual shall be certified by the Board of Rules and Appeals and shall be one of the following:

(a) A Master Plumber having held a certification issued by the Miami-Dade County Construction Trades Qualifying Board for a period of at least five years and having five years of field experience under that certification.

(b) A State Certified Plumber Contractor having held a certification by the Florida Construction Industry Licensing Board for a period of at least five years and having five years of field experience under that certification.

(c) A Florida licensed Professional Engineer having obtained a license pursuant to examination in the mechanical discipline and having had five years of field experience under that license.

The appointing authority shall appoint and assign duties to the Plumbing Plans Examiner and such person shall meet the same qualifications and certification requirements as the Chief Plumbing Inspector.



All Plumbing Inspectors:

(2) INSPECTORS: Each such inspector shall have:

(a) At least five years of field experience as a Certified Journeyman Plumber or Master Plumber issued by the Miami-Dade County Construction Trades Qualifying Board; or,

(b) At least five years of field experience as a state Certified Plumbing Contractor issued by the Florida Construction Industry Licensing Board.

MECHANICAL PLANS EXAMINER

Mechanical Plans Examiner, and such person shall meet the same qualification and certification requirements as the Chief Mechanical Inspector.

Sec. 8-21.3(c). Mechanical Plans Examiner. These individuals shall be qualified as one of the following:

(aa) A Master General Mechanical Contractor having held a certification by the Miami-Dade County Construction Trades Qualifying Board for a period of at least five years and having five years of field experience under that certification.

(bb) A State Certified Mechanical Contractor having held a certification by the Florida Construction Industry Licensing Board for a period of at least five years and having five years of field experience under that certification.

(cc) A Florida licensed Professional Engineer having obtained a license pursuant to examination in the mechanical discipline and having had five years of field experience under that license.

All Mechanical Inspectors

(2) INSPECTOR

Each such inspector shall have:

(aa) At least five years of field experience as a Certified Journeyman General, Master Mechanical or Specialty Mechanical Contractor issued by the Miami-Dade County Construction Trades Qualifying Board; or

(bb) At least five years field experience as a state Certified Mechanical Contractor issued by the Florida Construction Industry Licensing Board with not less than five years of field experience working in the areas of jurisdiction of this Chapter.

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES

Page 15



D) MINIMUM REQUIREMENTS / QUALIFICATIONS:

ALL FIRMS THAT SUBMIT A PROPOSAL FOR CONSIDERATION MUST MEET THE MINIMUM QUALIFICATIONS AS PROVIDED BELOW. IF THE MINIMUM QUALIFICATIONS ARE NOT MET, THE CONSULTANT'S SUBMITTAL WILL BE DEEMED NON-RESPONSIVE. QUALIFICATIONS WILL BE CONSIDERED ONLY FROM CONSULTANTS THAT ARE REGULARLY ENGAGED IN THE BUSINESS OF PROVIDING THE PROFESSIONAL SPECIALIZATION SERVICES AS DESCRIBED IN THIS ITB.

1. Team's Experience:

- Indicate the firm's number of years of experience in providing the requested professional building trade specialization services;
- List all projects undertaken in the past five (5) years, describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.
- Provide the name(s) of the person, within your organization who was most actively concerned with managing each project;
- List and describe all legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, during in the past five (5) years.

2. Project Manager's Experience:

- Provide a comprehensive summary of the experience and qualifications of the individual(s) who are proposed and will be selected to serve as inspectors and plans examiners. These individuals must have a minimum of (5) five years' experience in their designated professional building trade specialization, Building, Electrical, Mechanical, etc.
- All personnel proposed in this ITB must meet the Minimum Qualifications in accordance with the Florida Statutes and the Code of Miami-Dade County. The Minimum Qualifications of the personnel assigned to the tasks to be performed under this ITB are as follows:
- Individuals must meet the requirements of Chapter 8, Section 20-32 of the Code of the Miami-Dade County, which states the following:



-
- o A Master Plumber, Electrician or Mechanical Contractor having held a certifications by Miami-Dade County Construction Trades Qualifying Board for a period of at least 5 years and having 5 years of field experience under the certification; OR
 - o A State Certified Plumbing, Electrical or Mechanical Contractor having held certification by the Florida Construction Industry Licensing Board for a period of at least 5 years and having 5 years' experience under that license; OR
 - o A Florida Licensed Professional Engineer having obtained a license pursuant to examination in the electrical or mechanical discipline and having had 5 years of field experience under the license.
 - o Provisional/Standard Plumbing, Electrical or Mechanical Inspector and Plans Examiner certifications from the Florida Board of Code Administrators and Inspectors.
 - o The professional license and certifications required herein must be current and in good standing with the Florida Department of Business and Professional Regulation and Miami-Dade County with no pending complaints.

3. Previous Similar Projects:

Please provide a list of a minimum of ten projects which demonstrate the individual(s) experience in providing the services under each professional building trade specialty category. Please provide the following information for each sample project.

- Clients name, address, phone number, fax and/or e-Mail address.
- Description of the scope of the work.
- Month and Year the project was started and completed.
- Total cost and/or fees paid to your firm.
- Role of the firm and the responsibilities.

4. Qualifications of Project Team:

Provide a list of the personnel to be used on this project and their qualifications. A resume of each individual, including education, experience, licenses and certifications and any other pertinent information shall be included for each team member to be assigned under each professional building trade category.



COST PROPOSAL – AS-NEEDED BASIS
CERTIFIED BILLING HOURLY RATES

- 1) Building Inspector \$ _____
- 2) Building Plans Examiner \$ _____
- 3) Electrical Inspector \$ _____
- 4) Electrical Plans Examiner \$ _____
- 5) Mechanical Inspector \$ _____
- 6) Mechanical Plans Examiner \$ _____
- 7) Plumbing Inspector \$ _____
- 8) Plumbing Plans Examiner \$ _____
- 9) Elevator Inspector \$ _____
- 10) Elevator Plans Examiner \$ _____
- 11) Roofing Inspector \$ _____
- 12) Structural Plans Examiner \$ _____
- 13) Permit Clerk 1 \$ _____
- 14) Permit Clerk 2 \$ _____

CONSULTANT: _____

ATTEST: _____

(Name of Corporation)

_____ By: _____

(Secretary) (Signature)

(Corporate Seal) (Print Name and Title)

_____ day of _____, 20____.

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES



COST PROPOSAL – ON-GOING BASIS

PROPOSED RATES

Below please specify compensation proposal between consultant and City based on the amounts specified below to be calculated on a calendar month basis:

Gross permit fees up to \$50,000:

_____ % Consultant; _____ % City

Gross permit fees from \$50,001 through \$99,999:

_____ % Consultant; _____ % City.

Gross permit fees exceeding \$100,000:

_____ % Consultant; _____ % City

CONSULTANT: _____

ATTEST: _____

(Name of Corporation)

_____ By: _____

(Secretary) (Signature)

(Corporate Seal) (Print Name and Title) _____ day of _____, 20____.

The consultant shall, at their expense, be fully responsible for maintaining staffing levels – including at least two (2) permitting Clerks – in order to adequately meet the needs of clients.



SECTION III – PROPOSAL FORMAT:

Proposals must contain the following documents, each fully completed, and signed as required. If any items are omitted, Proposers must submit the documentation within five (5) calendar days upon request from the City, or the proposal shall be deemed non-responsive. The City will not accept fee/cost information after deadline for receipt of Proposals.

1. Table of Contents:

Outline in sequential order the major areas of the Proposal, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.

2. Proposal Points to Address:

Proposer must respond to all minimum requirements listed below. Proposals which do not contain such documentation may be deemed non-responsive.

a) Introduction letter: outlining the Proposer's professional specialization; provide past experience to support the qualifications of the Proposer. Proposers shall submit documents that provide evidence as to the capability to provide and implement the services as outlined in this ITB.

b) Proposers must provide documentation: which demonstrates their ability to satisfy all of the requirements detailed in this ITB.

c) References: List at least three (3) client references, to include contact name, title, company, address, telephone number, e-mail address, fax number. The City reserves the right to verify and confirm any information submitted in this process. Such verification may include but is not limited to, speaking with current and former clients, review of relevant client documentation, site-visitation, and other independent confirmation of data.

d) Qualifications of Proposer: Firms can provide their qualifications for any of the building trade inspection services category of specialization, Building Inspector; Roofing Inspector; Electrical Inspector; Plumbing Inspector; Mechanical Inspector, Elevators Inspector and Elevator Plans Examiner. Additionally, firms can provide their qualifications for any of the plans examiners services category of specialization which include Building Plans Examiner; Electrical Plans Examiner; Plumbing Plans Examiner; Mechanical Plans Examiner; and Structural Plans

Examiner. It is encouraged that Firms who have several professional trade specializations in-house, provide their qualifications and experience for every discipline that is listed above.



1) Provide an organizational chart of all personnel and consultants to be used on this project, their qualifications, and their relationship to the proposer. A resume of each individual, including education, experience, and any other pertinent information shall be included for each team member to be assigned to this project.

2) Respondents must provide documentation which demonstrates their ability to satisfy all of the minimum qualification requirements. Consultant and their team shall include a copy of their certification in the proposal response. If your firm is not certified at the time of proposal submittal, your firm must submit documentation that reflects your firm's attempt in applying for such certifications. If your firm is selected, then as a condition of contract execution, your firm must possess the required certifications.

Additionally, the Consultant shall provide proof, in the form of licenses and certificates in their proposal. The Consultant shall be licensed by the State of Florida Department of Professional Regulation to provide the services required under this ITB. The Consultant shall provide proof, in the form of licenses and certificates in their proposal.

e) Past Performance Client Survey Information:

Past performance information will be collected on all Proposers. Proposers are required to identify and submit their best projects/achievements. Proposers will be required to three (3) client references. Such verification may include, but is not limited to, speaking with current and former clients, review of relevant client documentation, site visitation, and other independent confirmation of data.

f) Methodology and Approach for the Project.

The Proposer shall specifically describe its proposal methodology and approach as it relates to the requirements outlined in this ITB.

g) Cost Information:

Proposers shall submit the cost proposal located on page 18. Fee information must be submitted with Proposal. Notwithstanding any cost submitted, the City reserves the right to further negotiate same with the successful Proposer.

h) Transition As-Needed to On-Going

This Section is Mandatory: Proposers shall provide a description of their plan to; if necessary, transition between “as needed” to “on-going” services.



3. Acknowledgment of Addenda:

Proposers shall include all addendums and Proposer Information forms.

4. Any other Documents Required by this ITB.

SECTION IV – EVALUATION/SELECTION PROCESS:

The procedure for Proposal evaluation and selection is as follows:

1. Invitation to Bid issued.
2. Receipt of proposals.
3. Opening of responses and reading out loud by the City Clerk on the day of submission.
4. An Evaluation Committee, appointed by the Mayor, shall meet to evaluate each proposal in accordance with the requirements of this ITB. Proposers may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
5. The Evaluation Committee shall recommend to the Mayor the proposal or proposals acceptance of which the Evaluation Committee deems to be in the best interest of the City.

The Evaluation Committee will recommend to the Mayor the proposers(s) that the evaluation committee deems to be in the best interest of the City by using the following criteria for selection:

A. Firm's qualification in providing building, structural, accessibility, mechanical, electrical and plumbing plans review and inspection services and other services. List of staffing and their experience to provide the related plans review and inspection services. (30 points)

B. References, certifications/licenses, responsiveness and quality of proposal. (20 points)

C. Billing rates for specialized areas. (50 points)

6. After considering the recommendation(s) of the Evaluation Committee, the Mayor shall recommend to the Mayor and Commission the proposal or proposals acceptance of which the City Manager deems to be in the best interest of the City.

7. The City Commission shall consider the Mayor's recommendation(s) as it deems appropriate, and approve the Mayor's recommendation(s); may make its own recommendation (s); may reject all proposals; or may prescribe such other action, as it deems necessary and in the best interest of



the City. In consideration of its recommendation, the Mayor and City Commission may consider and give preference and/or additional consideration to a proposal and/or proposals which, in the determination of the City Commission, provide a “community” and/or “public” benefit, which added benefit the City Commission may deem is in the best interest of the City of Sweetwater.

8. Following recommendation of award by the City Commission, negotiations between the selected Proposers and the City Administration take place to arrive at a contract. If the Mayor and Commission has so directed, the Mayor may proceed to negotiate a contract with a proposer other than the top-ranked proposer if the negotiations with the top-ranked proposer fail to produce a mutually acceptable contract within a reasonable period of time.

9. A proposed contract or contracts are presented to the Mayor and Commission for approval, modification and approval, or rejection.

10. If and when a contract or contracts acceptable to the respective parties is approved by the Mayor and Commission, the Mayor and City Clerk sign the contract(s) after the selected proposer(s) has (or have) done so.

By submitting a proposal, all Proposers shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

SECTION V. CONTRACTOR'S COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW

Pursuant to Section 119.0701 of the Florida Statutes, if the Contractor meets the definition of "Contractor" as defined in Section 119.0701(1)(a), the Contractor shall:

- a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service;
- b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and



d) Meet all requirements for retaining public records and transfer to the City, at no City cost, all public records created, received, maintained and/or directly related to the performance of this Agreement that are in possession of the Contractor upon termination of this Agreement. Upon termination of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

For purposes of this section, the term "public records" shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the City.

Contractor's failure to comply with the public records disclosure requirement set forth in Section 119.0701 of the Florida Statutes shall be a breach of this Agreement.

In the event the Contractor does not comply with the public records disclosure requirement set forth in Section 119.0701 of the Florida Statutes, the City may, at the City's sole discretion, avail itself of the remedies set forth under this Agreement and available at law.



ATTACHMENT 1

INSURANCE CHECK LIST

1. Workers' Compensation and Employer's Liability per the statutory limits of the state of Florida.
2. Comprehensive General Liability (occurrence form), limits of liability \$ 1,000,000.00 per occurrence for bodily injury property damage to include Premises/ Operations; Products, Completed Operations and Contractual Liability. Contractual Liability and Contractual Indemnity (Hold harmless endorsement exactly as written in "insurance requirements" of specifications).
3. Automobile Liability - \$1,000,000 each occurrence - owned/non-owned/hired automobiles included.
4. Excess Liability - \$_____. 00 per occurrence to follow the primary coverages.
5. The City must be named as and additional insured on the liability policies; and it must be stated on the certificate.
- ___ 6. Other Insurance as indicated:
 - ___ Builders Risk completed value \$_____. 00
 - ___ Liquor Liability \$_____. 00
 - ___ Fire Legal Liability \$_____. 00
 - ___ Protection and Indemnity \$_____. 00
 - ___ Professional Liability \$_____ .00
 - ___ Employee Dishonesty Bond \$_____.00
 - ___ Theft Covering Money and/or Property of Others \$_____.00
7. Thirty (30) days written cancellation notice required.
8. Best's guide rating B+:VI or better, latest edition.
9. The certificate must state the ITB number and title

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES

Page 25



PROPOSER AND INSURANCE AGENT STATEMENT:

We understand the Insurance Requirements of these specifications and that evidence of this insurance may be required within five (5) days after Proposal opening. **Selected Proposer's failure to procure or maintain required insurance program shall constitute a material breach of Agreement under which City may immediately terminate the proposed Agreement.**

_____ Signature of Proposer
Proposer (Print)

PROPOSER INFORMATION

Submitted by: _____

Proposer (Entity): _____

Signature: _____

Name (Printed): _____

Address: _____

City/State: _____

Telephone: _____

Fax: _____

E-mail: _____

Federal I.D# _____

It is understood and agreed by Proposer that the City reserves the right to reject any and all Proposals, to make awards on all items or any items according to the best interest of the City, and to waive any irregularities in the ITB or in the Proposals received as a result of the ITB. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any time until and unless a contract has been agreed to and signed by both parties.



(Authorized Signature) (Date)

(Printed Name)



ATTACHMENT 2

**SWORN STATEMENT UNDER SECTION
287.133(3)(a), FLORIDA STATUTES, ON PUBLIC
ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

[print name of public entity]

by _____

—

[print individual's name and title] for

For _____

—

[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If
the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement:

_____.)

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.



5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:

1) A predecessor or successor of a person convicted of a public entity crime; or

2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of share constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5) I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6) Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management



of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31ST OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 2016

Personally known _____

OR Produced identification _____ Notary Public - State of _____

_____ My commission expires _____

(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)

QUESTIONNAIRE

Proposer's Name:

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES

Page 30



Principal Office Address:

Official Representative:

Individual

Partnership (Circle One)

Corporation

If a Corporation, answer this:

When Incorporated:

In what State:

If a Foreign Corporation:

Date of Registration with

Florida Secretary of State:

Name of Resident Agent:

Address of Resident Agent:

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES



President's Name:

Vice-President's Name:

Treasurer's Name:

Members of Board of Directors

If a Partnership:

Date of organization:

General or Limited Partnership*:

Name and Address of Each Partner:

NAME ADDRESS

* Designate general partners in a Limited Partnership



1. Number of years of relevant experience in operating same or similar business: _____

2. Have any agreements held by Proposer for a project ever been canceled?

Yes () No ()

If yes, give details on a separate sheet.

3. Has the Proposer or any principals of the applicant organization failed to qualify as a responsible Bidder/Proposer refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last 5 years?

If yes, please explain:

4. Has the Proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Yes () No ()

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary on a separate sheet.

5. Person or persons interested in this ITB and Qualification Form have () have not () been convicted by a Federal, State, County, or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words)

Explain any convictions:

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:

A. List all pending lawsuits:

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES



B. List all judgments from lawsuits in the last five (5) years:

C. List any criminal violations and/or convictions of the Proposer and/or any of its principals:

7. Conflicts of Interest. The following relationships are the only potential, actual, or perceived conflicts of interest in connection with this proposal: (If none, state same.)

8. Public Disclosure. In order to determine whether the members of the Evaluation Committee for this Invitation to Bid have any association or relationships which would constitute a conflict of interest, either actual or perceived, with any Proposer and/or individuals and entities comprising or representing such Proposer and in an attempt to ensure full and complete disclosure regarding this contract, all Proposers are required to disclose all persons and entities who may be involved with this Proposal. This list shall include public relation firms, lawyers and lobbyists. The City shall be notified in writing if any person or entity is added to this list after receipt of proposals.



9. Are there any pending discussions relative to mergers, acquisitions, partnerships, or assignment of contract?

The Proposer understands that information contained in this Questionnaire will be relied upon by the City in awarding the proposed contract, and such information is warranted by the Proposer to be true and accurate. The Proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Proposer, as may be required by the Mayor. The Proposer further understands that the information contained in this Questionnaire may be confirmed through a background investigation conducted by the City, through the Sweetwater Police Department. By submitting this Questionnaire the Proposer agrees to cooperate with this investigation, including but not limited to, fingerprinting and providing information for a credit check.

PROPOSER

WITNESS: IF INDIVIDUAL:

Signature

Signature

Print Name

Print Name



ATTACHMENT 3

REFERENCES

Agency or Contact Reference # 1

Name: _____

Contact Name:

Contact Phone and e-mail:

Date of Services:

Agency or Contact Reference # 2

Name: _____

Contact Name:

Contact Phone and e-mail:

Date of Services:

Agency or Contact Reference # 3

Name: _____

Contact Name:

Contact Phone and e-mail:

Date of Services:

ITB-2016-07:

BUILDING INSPECTION, PLANS REVIEW/INSPECTION SERVICES IN VARIOUS DISCIPLINES,
PERMIT CLERKS AND RELATED SERVICES