

REQUEST FOR PROPOSALS
City of Millersville, Tennessee
FOR BUILDING INSPECTION SERVICES

Contact Tina Tobin, City Manager
Citymanager@cityofmillersville.com

Sealed Responses due before 3:00 PM on Thursday, February 29, 2024

To City Manager
1246 Louisville Highway
Millersville, TN 37072
Telephone: 615-859-0880

Proposal Guidelines

- **Response:** One (1) flash drive and one hard copy of proposal of company's response should be submitted to the City of Millersville, Tennessee, City Manager Tina Tobin, 1246 Louisville Highway, Millersville, TN 37072. Responses are to be marked "**Response to RFP for Building Inspection Services.**" Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted. In order to be considered, you must respond to each separate item in the request for information below. Incomplete responses will not be considered. The City reserves the right to request clarifications concerning information provided in the response. The City is not liable for any cost or expense incurred by the firm in responding to this Request for Proposals. All responses shall remain valid and binding for a period of ninety (90) calendar days from the proposal submission date.
- **Term:** The term of the agreement for services with the selected firm shall be for the length of the negotiated contract but not more than five (5) years.
- **Response Deadline:** Responses must be received **3:00 PM on Thursday, February 29, 2024.** Responses received after the deadline will not be opened and will be returned.
- **Selection Criteria:** The criteria considered in selecting the inspection service will include, but not be limited to
 - 1) qualifications and experience of personnel involved,
 - 2) City/public entity experience,
 - 3) financial stability,
 - 4) meeting the needs of the City, and
 - 5) References.
- **Award:** The intent of the City would be to make the selection on or before the March 19, 2024. Board of Commissioners meeting. The City reserves the right to reject any and all proposals and to make the award at its sole discretion and for the benefit of the City. The City is not bound to accept the proposal solely based on the lowest monetary offer. The City further reserves the right to negotiate the specific terms of the agreement with the firm awarded the contract that would include the amount of the proposed fee.

REQUEST FOR INFORMATION

The City of Millersville, TN, is requesting proposals to provide building inspection services to include the requirements listed below. At a minimum, the following information should be provided to the City.

- 1) All proposals should consist of less than ten (10) pages of information and the city will determine if a additional information is needed.
- 2) The inspection bid will include four separate bids.
 - a) Residential Inspections
 - b) Commercial Inspections
 - c) Residential Plan Review
 - d) Commercial Plan Review
- 3) The contractor awarded the bid will be responsible for all aspects of inspection except electrical and plan review except civil.
- 4) The contractor will utilize the City's tablet and software to record all aspects of the process and will return messages left in reference to their area of responsibility.
- 5) References from previous clients who have utilized your company's services within the past five years.

The City of Millersville is an Equal Opportunity Employer and invites the submission of proposals from Women and Minority Business Enterprises.