



March 11, 2020

Council Meeting March 17, 2020
Subject: Plumbing Inspection
Services Contract Award

The Honorable Mayor
and
Members of the City Council

Ladies and Gentlemen:

The City solicited a request for proposals for Plumbing Inspection services and received three proposals. Following a review of the qualifications, staff is recommending the lowest cost proposal from Steve Smith of Point Blank Inspections, LLC of Norton Shores, Mi.

Adoption of the attached resolution will authorize the Mayor and City Clerk to execute an agreement with Point Blank Inspections, LLC to provide plumbing inspection services for a term beginning April 17, 2020 and continuing until April 17, 2023.

Respectfully submitted,

Mark C. Meyers
City Administrator

MCM/RG

Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes a contract award to Point Blank Inspections LLC (Steve Smith) an Independent Contractor, for plumbing inspection services, for a term beginning April 17, 2020 and ending April 17, 2023.

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 17th day of March, the foregoing resolution was moved for adoption by Council Member _____. The motion was supported by Council Member _____.

Ayes:

Nays:

Resolution declared adopted.

Shelly Stibitz, City Clerk



Internal Memo

February 27, 2020

To: Mark Meyers, City Administrator
From: Robert Gagnon, Fire Chief
Subject: Plumbing Inspection Services RFP Recommendation

The Department recently opened proposals for plumbing inspection services. Below are the results of the three proposals received.

Contractor	Fee Split		Per Hour Billing	Plan Review Per Hour	Insurance
	Contractor	Norton Shores			
Point Blank Inspections, LLC	70%	30%	\$50	Included	Yes
Safebuilt, LLC	75%	25%	\$90	Included	Yes
West Shore Inspections, LLC	85%	15%	\$100	\$100	Yes

Note: Per hour billing fee is for special inspections not related to permits and are requested by the City of Norton Shores.

After reviewing the proposals it is my recommendation to award a three contract, with City Council approval, to Steve Smith of Point Blank Inspections LLC, of Norton Shores, Mi. This recommendation is based on the following factors.

- The proposed fee schedule from Point Blank is less than the current cost paid for this service, resulting in an estimated revenue increase of 5%.
- Point Blank's plan review is included in the fee structure at no additional charge.
- Point Blank has been successfully performing the plumbing inspections with our current contract agency Shoreline Inspection Service for the last year and has worked well with the City's Water and Sewer Department.

The current contract with Shoreline Inspection Services, LLC requires a 30-day termination notice. If city council approves the above recommendation, staff will move forward on providing the appropriate notice, resulting in an approximate contract start date with Point Blank Inspection Services, LLC of April 17, 2020.

Please contact me with any questions regarding this recommendation.