



March 11, 2020

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

The Honorable Mayor
and
Members of the City Council

Ladies and Gentlemen:

The City solicited a request for proposals for Electrical Inspection services and received three proposals. Following a review of the qualifications, staff is recommending the lowest cost proposal from Paul Bierman of Bierman Inspection Services of Grand Haven, Mi.

Adoption of the attached resolution will authorize the Mayor and City Clerk to execute an agreement with Bierman Inspection Services to provide electrical 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 Bierman Inspection Services (Paul Bierman) an Independent Contractor, for electrical 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: Electrical Inspection Services RFP Recommendation

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

Contractor	Fee Split		Per Hour Special Insp Billing	Plan Review Per Hour	Insurance
	Contractor	Norton Shores			
Bierman Inspection Services	70%	30%	\$40	Included	Yes
Safebuilt, LLC	75%	25%	\$90	Included	Yes
Jeff Johnson, LLC	75%	25%	\$100	\$50	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 year contract, with City Council approval, to Paul Bierman of Bierman Inspections Services of Grand Haven, Mi. This recommendation is based upon the following factors.

- The proposed fee schedule from Bierman Inspection Services provides for a 5% increase in revenue over our current fee schedule.
- Bierman Inspection Service's plan review is included in the fee structure at no additional charge.
- Bierman Inspection Service's proposal includes back up inspection services.

The current contract with Safebuilt, 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 Bierman Inspection Services, LLC of April 17, 2020.

Please contact me with any questions regarding this recommendation.