

**REQUEST FOR PROPOSAL  
ELECTRICAL INSPECTION SERVICES  
TOWN OF PORTSMOUTH**

**GENERAL INFORMATION**

The Town of Portsmouth invites qualified Electrical Inspectors to submit a Letter of Qualifications and Proposal to provide residential and commercial electrical inspection services on a non-contractual basis.

All proposals must be in writing and signed by the applicant. Proposals must include the name, address, telephone number and email address of the applicant. Written proposals in hard copy must be received in the Finance Office no later than 12:00 PM on **Friday, January 12, 2018**. Proposals must be sealed and clearly marked "Proposal for Electrical Inspection Services" on the exterior of an envelope addressed to:

John Menke, Finance Director  
Portsmouth Town Hall  
2200 East Main Road  
Portsmouth, RI 02871

**PREFERRED QUALIFICATIONS**

The successful applicant shall be selected based on these preferred and/or required characteristics and qualifications:

1. At least five (5) years experience and valid Class A or B Electrician's License. Required by RIGL 23-27.3-107.1.1(b)(2).
2. At least five (5) years experience and current Rhode Island Certification as an Electrical Inspector.
3. Physically capable of performing required activities, i.e. climbing up and down stairs, bending, etc.
4. A valid Rhode Island Driver's License.
5. Pass a background check.
6. Computer and iPad proficient
7. Town of Portsmouth is Equal Employment Opportunity Commission compliant.
8. A proven ability to accomplish the scope of work set forth below.

## SCOPE OF WORK

The applicant shall perform duties, including but not limited to:

1. Perform residential and commercial electrical inspections as directed by the Building Official in the Town of Portsmouth including Prudence and Hog Islands.
2. Conduct electrical plan reviews as needed.
3. Consult with Building Official and other town officials.
4. Submit all properly recorded details of inspections.
5. Use of personal automobile.

## APPLICATION REQUIREMENTS

Each applicant must complete the questionnaire and submit along with their application. Also, please include the following in his/her written application in order for the application to be considered complete.

1. Provide a resume and/or other information, **including references**, showing how the preferred qualifications set forth above are met.
2. Provide information, **including references**, showing that the applicant is capable of doing the scope of work set forth above.
3. Understand and accept the following terms:
  - a. that the contents of the proposal submitted by all interested parties responding to this RFP may become part of a written agreement between the Town of Portsmouth and selected Electrical Inspector, and said agreement is a public document.
  - b. that the Town has determined that a fixed fee arrangement is in the Town's interest.
  - c. that the Town Council reserves the right to reject any or all proposals received in response to this request or to negotiate separately in any manner necessary to serve the best interests of the Town.
  - d. that under no condition shall the Town be liable for interest payment on any unpaid balance owed the Electrical Inspector for any reason under a contract awarded as a result of this RFP.
  - e. that the Town reserves the right to include additional terms and conditions during the process of contract negotiations.
  - f. that this RFP does not commit the Town to pay any costs incurred by any applicant in the preparation or submission of a proposal.
  - g. that the applicant certifies that no officer, agent or employee of the Town has a pecuniary interest in his/her proposal, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other applicant for the same RFPs, and that the applicant is competing solely in his/her own behalf without connection with, or obligation to, any undisclosed person or firm.
  - h. this is an "at will" contract between the Town of Portsmouth and the independent contractor. It can cease for any reason by either party with 30 days' notice in writing.
  - i. proof of insurance is required (auto, medical, liability, workers comp. etc).
4. Submit **three (3)** copies of the complete proposal.

## Town of Portsmouth Questionnaire for Electrical Inspector

1. Do you have at least five (5) years experience and valid Class A or B Electrician's License. Required by RIGL 23-27.3-107.1.1(b)(2)?
2. Do you have at least five (5) years experience and current Rhode Island Certification as an Electrical Inspector?
3. Are you physically capable of performing required activities, i.e. climbing up and down stairs, bending, etc?
4. A valid driver's license? Please provide state of issuance and DL #.
5. Are you computer and iPad proficient?