

Inspection Services

December 2, 2019

Request for Proposals to Provide Inspection Services

The City of Alexandria is seeking proposals from qualified individuals and firms (hereinafter "CONTRACTOR") to provide inspection services.

1. CONTRACTOR shall, using the policies and procedures of the City's Rental Registration Ordinance No. 753 as its guide, inspect not less than fifty percent (50%) of the residential rental units on those sites with fewer than twelve (12) such units on a single site, and not less than twenty-five percent (25%) of the residential rental units on those sites with twelve (12) or more such units on a single site, as registered with the City on an annual basis
2. CONTRACTOR shall provide to the City a report on each such unit's compliance with inspection requirements of the Rental Registration Ordinance No. 753, as amended from time-to-time, noting whether the unit has passed the inspection.
3. If a unit does not pass inspection, CONTRACTOR shall advise both the City and the unit's registration holder of the fact, explaining the nature of the unit's failure to pass inspection and advising the registration holder that the property may be re-inspected in not less than fifteen (15) days. CONTRACTOR shall then conduct such necessary re-inspections.
4. The City shall annually provide to the CONTRACTOR a listing of the residential rental properties registered for that year, identifying those properties which have not been inspected during the previous three years. Said listing shall include those items identified in Section III, Subdivision 3 of the City's Rental Registration Ordinance No. 753.
5. It is agreed that the CONTRACTOR is and shall be construed as an independent contractor and will provide the required personnel and equipment to perform the required services. It is expressly agreed herein that the City shall not provide any supervision or control over the methods used in completing the required tasks. In performing such services the CONTRACTOR agrees to work in a safe and prudent manner safeguarding the property of all persons and property owners who may be affected by such work, including but not limited to the City, its agents and employees, and property owners, their agents, employees and assigns.
6. In conjunction with this agreement the CONTRACTOR agrees to provide all necessary insurance coverage for its personnel, including but not limited to worker's compensation insurance and liability insurance coverage insuring the CONTRACTOR and the City against any claims for personal injuries in the amount of \$500,000 per occurrence and \$1,000,000 aggregate and against property damage in the sum of \$25,000 per occurrence. The CONTRACTOR shall list the City as an additional insured.
7. Compensation. The CONTRACTOR shall be compensated by the City of Alexandria for initial and regular inspections at the rate approved by the City

Council. Re-inspection of the same unit, subsequent re-inspections, and/or common area inspections/re-inspections will be compensated at separate rates as approved by the City Council. The statement for such fee shall be presented to the City monthly and supported by such documentation as is deemed necessary by both parties. (If Contractor proposes a separate, differing compensation schedule, please attach.)

8. The maximum compensation for all inspections conducted under this contract shall be \$26,000.
9. Term. This agreement shall be in effect from the first day of January, 2020 and shall continue for a period of one (1) calendar year.

Proposals will be accepted via email, regular mail, or personal delivery through 4:30 p.m., December 13, 2019, at the Alexandria City Hall, 704 Broadway, Alexandria, Minnesota, Attn: Michael J. Weber. Ordinance No. 753 is available for inspection at the Alexandria City Hall during regular business hours.

Questions regarding this Request for Proposals may be directed to:

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