



REQUEST FOR PROPOSALS
General Bylaw Enforcement Services
2017-2018 Term Contract

Introduction

The purpose of this Request for Proposal is to invite interested parties that currently perform and/or have experience in Bylaw Enforcement Services to submit application to the City of Rossland to provide these services for approximately up to 20 hours per week from June 2017 to December 2018. A two-year extension will be considered upon successful completion of the initial term.

Specifications

Reporting to the City's Corporate Services Department, the successful proponent will be responsible for investigation, reporting, resolving violations, issuing violation tickets and warnings and the collection of fees for municipal bylaws, including but not limited to: zoning, building, development permits, streets and traffic, unsightly premises, signs, deposit of fill, soil removal, loitering and public nuisances, noise, animal, off highway recreation vehicles, parking, and solid waste.

The successful proponent will handle correspondence, enquiries and complaints regarding City Bylaws, Policies and other general regulations while attempting to gain voluntary compliance in adhering to those documents. Additional responsibilities will include thorough collection, review and filing of any documentation necessary to begin possible prosecutions for cases involving the Provincial Court and others, which includes, but not limited to, investigating and gathering evidence for presentation in court, including entering buildings or property; and stays informed on best management enforcement practices and procedures used in other jurisdictions. Therefore, the successful proponent must be prepared to swear information and appear in Court as a Crown witness as/when required.

It is anticipated that the successful proponent may provide approximately 15- 20 hours per week of coverage. This coverage will include activities within the City of Rossland and may also include coverage for other neighbouring jurisdictions. As such, the preferred proponent will have experience with providing excellent communication and organizational skills, completing regular check-ins and updates of current activities and preparing and submitting monthly reports. In certain circumstances, the proponent must be prepared to offer 24-hour coverage if required. It is the responsibility of the proponent to become familiar with all local government Bylaws, Policies and other regulations to be enforced.



Minimal Requirements

In order to be considered, the contractor must provide the following:

- A vehicle maintained in good working order and be of an acceptable appearance to the City. This includes the supply of gasoline, oil, servicing and insurance and a valid B.C. Class 5 Driver's Licence,
- Vehicle signage as deemed appropriate by the City. A City Decal *may* be issued for display and will only be used during the course of providing services to the City,
- A uniform which clearly identifies your position as the Bylaw Officer for the City / local government,
- A current telephone answering service and email contact,
- A minimum of \$2,000,000.00 liability insurance indemnifying the City / local government,
- A valid and current Business Licence,
- A digital camera with high quality printing capabilities,
- Excellent conflict resolution skills and a demonstrated ability to solve problems fairly, consistently and sensitively,
- Be physically fit, and
- Successful completion of an RCMP security clearance.

Requirements for Proposal Submission:

All proposals must include:

- A complete description of the applicant's qualifications and experience;
- A list of services and equipment to be provided by the applicant;
- Expected fee for service for the term of the contract; and
- Minimum of 3 references.

Proponents interested in responding to this Request for Proposal shall provide one copy of their Proposal on or before **4:00 p.m. on May 31, 2017** to:

City of Rossland
Attention: Cynthia Anonuevo, Deputy Corporate Officer
1899 Columbia Avenue
PO Box 1179
Rossland, BC V0G 1Y0
Email: cynthia@rossland.ca
Phone: (250) 362-7396
Fax: (250) 362-5451

Proposals will be accepted by post, email or facsimile and should be clearly marked as "Request for Proposal – City of Rossland General Bylaw Enforcement Services". Prices quoted should include all applicable taxes. Proposals must be firm for at least 60 days



after the final closing date. Prices are required to be firm for the entire proposed contract period.

The City cannot guarantee that its internet connection will be available at all times prior to the submission deadline. A Proponent submitting by email does so at their own risk. A Proponent must sign the documents or the proposal cannot be accepted. The legal name and address of the Proponent is to be used on the proposal documents. All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

Evaluation and Award Process

The City reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. The evaluation of proposals will be performed by City representatives.

The City is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. The City shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract is formed as a consequence of this invitation to submit proposals.

Proposals received after the closing time will not be accepted.

Process Schedule

RFP Closing Date:	May 31, 2017
Submission Review and Scoring:	June 7, 2017
Possible Contract Award:	June 12, 2017