

Item #9:
Village Trustee Nora
Code Enforcement – Annual Business Inspections

OFFICE & SHIPPING
2420 Vantage Drive
CORRESPONDENCE
P.O. Box 5178
Elgin, IL 60124

B&F CONSTRUCTION CODE SERVICES,
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

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May 2, 2017

Margerita Romanello
Building Commissioner
Village of Long Grove
3110 Old McHenry Road
Long Grove, IL 60047

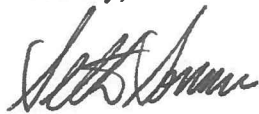
Dear Mrs. Romanello,

We are pleased to submit a proposal for Annual Business Inspections. Attached you will find our proposal to provide Inspection Services. The proposal is based on an hourly rate. However, we recommend a meeting take place between the Village and B&F Construction Code Services, Inc., prior to execution, to discuss pricing structure ideas for the Village's annual registration fee. One of our recommendations to consider includes basing the fee on the square footage of the business to be inspected. This could be a multi-tiered structure.

In the meantime, we would like to request a list of all registered businesses along with their square footages (if available) in order to assist in evaluating pricing options. We would also like to request to receive copies of any checklists for inspections that each of the fire departments/districts use currently (if available).

Should there be any questions or concerns, please contact us. Thank you.

Sincerely,



Seth Sommer
Director of Quality Control

Service With Integrity

Member
ICC NFPA IFIA IACET



VILLAGE OF LONG GROVE, IL

PROPOSAL

FOR

ANNUAL BUSINESS INSPECTIONS

May 2, 2017

SUBMITTED TO:

David Lothspeich
Village Manager
Village of Long Grove
3110 RFD
Long Grove, IL 60047

PROFESSIONAL SERVICE AGREEMENT ANNUAL BUSINESS INSPECTIONS

A. Scope

B & F Construction Code Services, Inc. is submitting this proposal to provide Annual Business Inspections for all registered businesses in the Village of Long Grove. The basic work to be performed is proposed as follows:

- ◆ Perform first inspection with a preprinted checklist (developed with Village)
- ◆ Preprinted checklists are to be provided by the Village of Long Grove
- ◆ Present a copy of the violation list at the inspection
- ◆ Follow up inspections as required using preprinted checklist
- ◆ Coordinate inspections with the proper fire department/district
- ◆ B & F Construction Code Services, Inc. will take the lead to schedule inspections

B. Specifics and cost

- ◆ Perform first inspection with preprinted checklist

The preprinted inspection checklist will be utilized during the inspection. A copy of the completed form will be left with the business owner. If required, a copy of the form will be forwarded to the building owner. An inspection for each of the 120 properties (estimated) will be performed.

The cost is calculated using an average time per inspection of 30 minutes at \$80.00 per hour. All time will be invoiced at this rate. There will be no need to mail inspection letters because the preprinted checklist will be given at the inspection.

Cost - \$ 4,800.00

- ◆ Follow up inspections, as required, with preprinted checklist

Perform follow up inspections to check for compliance. The fee is calculated assuming all properties require reinspections.

The cost is calculated using an average time per inspection of 30 minutes at \$80.00 per hour. All time will be invoiced at this rate.

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The reinspection cost is projected assuming a reinspection for each address. Many of the addresses will comply and not require reinspections.

Cost - \$ 4,800.00

◆ Court time

The inspector who performed the inspections would be available to attend court as required. The time for the inspector to attend court will be invoiced at \$80.00 an hour door to door.

Additional Notes

1. All inspections contracted for shall be performed by employees of B & F Construction Code Services, Inc.
2. All B & F Construction Code Services, Inc. employees are covered by Workers Compensation Insurance.
3. B & F Construction Code Services, Inc., carries general liability insurance underwritten by Liberty Mutual. The Village of Long Grove may request to be named as additional insured.
4. B & F Construction Code Services, Inc., has in force professional liability insurance underwritten by Lloyd's of London. The Village of Long Grove may request to be named as additional insured.
5. A certificate of insurance for each policy will be provided upon acceptance of this proposal and annually when the policy is renewed.
6. The contract may be modified or terminated by either party with a written thirty (30) day notice.

The Village of Long Grove agrees not to hire an employee of B & F Construction Code Services, Inc. for a period of one (1) year after the employee is no longer employed by B & F Construction Code Services, Inc.

Upon acceptance, signatures of acceptance are required by at least two (2) authorized Village of Long Grove officials.

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Accepted By _____

Please Print _____

Title _____

Date _____

Accepted By _____

Please Print _____

Title _____

Date _____

B & F Construction Code Services, Inc.:

Accepted By _____ Please Print _____

Title _____ Date _____

B & F CONSTRUCTION CODE SERVICES, INC.

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