



## **Town of Stratford**

### **Request for Proposal**

### **Bylaw Enforcement Services**

#### **1. Scope of Services**

In order to provide fair and consistent services to all residents and property owners, the Town of Stratford is seeking proposals from interested organizations and individuals for providing services to enforce the Town's various bylaws. These services shall include but not be limited to the following:

- Investigation and identifying infractions
- Responding to complaints regarding infractions
- Pesticide Exemption Inspections
- Resolving and reporting offences
- Issuing Notices of Violations
- Issuing tickets when applicable
- Issuing Utility Bill Collection Notices
- Providing daily reports of issues and cases
- Appearing before the court related to the bylaw enforcement cases when required
- Liaising with other Town of Stratford's departments and all levels of government and other agencies on common issues and new initiatives to ensure compliance with legislations and enforcement procedures.

#### **2. Proposal Specifications**

The proponent must be able to patrol the entire Town regularly, responding to complaints regarding infractions, identifying bylaw infractions, resolving and reporting offences, and issuing Notices of Violations and Tickets in situations of non-compliance. The successful candidate will also liaise with other departments and agencies on common issues and new initiatives to ensure compliance with new legislation and enforcement procedures.

Proponents are requested to include information on their proposals including:

- the enforcement procedure,
- the services that will be provided

- qualifications and relevant experiences, references and any other relevant information,
- Proposed fees

### **3. Right of Rejection and Clarification:**

The Town of Stratford reserves the right to reject any and all proposals and to request clarification of information from any bidder. The Town of Stratford is not obligated to enter into a contract on the basis of any quotation submitted in response to this document. The Town of Stratford advises that due to budgetary restraints the scope of the project may have to be diminished in total cost in order to meet available funding.

### **4. Insurance Requirements:**

The Contractor shall secure and maintain a minimum of \$2,000,000 Commercial General Liability Insurance and a minimum \$2,000,000 Automobile Liability Insurance on all vehicles owned, leased, operated or licensed in the name of the Contractor, and add as an additional insured the Town of Stratford. The Contractor shall provide to the Town of Stratford 30 days' notice of any material change or policy cancellation. The Contractor shall provide the Town of Stratford with a Certificate of Insurance complying with these requirements upon notification of award and prior to commencement of the contract.

### **5. Quotation Submission**

Quotations will be received **up to 12:00 noon on Friday, May 1<sup>st</sup>, 2020 via email:**

Please email to [kreynolds@townofstratford.ca](mailto:kreynolds@townofstratford.ca)

### **6. Additional Information**

Questions or requests for further information shall be addressed to:

Kevin P. Reynolds, CET  
 Director of Planning, Development and Heritage  
 Town of Stratford  
 234 Shakespeare Drive  
 Stratford, PE C1B 2V8  
 Phone (902) 569-6253 Fax (902) 569-1845  
 email: [kreynolds@townofstratford.ca](mailto:kreynolds@townofstratford.ca)

**BID FORM**

I have read and understand the requirements of this request for proposal (RFP) and agree to provide the required services as described herein. The quotation fee shall include all labor, material and equipment necessary to provide the services as outlined, including any and all expenses incurred.

The duration of this Agreement is for 3 years, with the option to extend for up to 2 additional years. In each year, patrols will occur for 22 weeks commencing on the 4th week of May and ending on the 4th week of October.

The average weekly working time is nine hours as follows:

Monday	10:00am to 2:30pm
Thursday	10:00am to 2:30pm

\*This timetable may be changed based on both party's agreement.

The rates for providing the required service is:

- a. 3 year contract @ 9 hours/week \$ \_\_\_\_\_ per hour
- b. Each additional year @ 9 hours/week \$ \_\_\_\_\_ per hour
- c. Additional call-in rate (off season) \$ \_\_\_\_\_ per hour

Submitted by  
Company: \_\_\_\_\_

Representative: \_\_\_\_\_  
Signature

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Town of Stratford  
Request for Proposal  
Bylaw Enforcement Services