

SPECIFICATION PACKET

FOR

ELECTRICAL INSPECTOR



2023

**JESSAMINE COUNTY FISCAL COURT
NOTICE OF BID**

NOTICE OF BID

The Jessamine County Fiscal Court will receive sealed bids for an Electrical Inspector. Specifications are available at the office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY 40356 or at www.jessamineco.com. Sealed bids will be accepted at the office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY until 11:00 am on Monday, July 31, 2023. Jessamine County Fiscal Court reserves the right to reject any or all bids.

Jessamine County Fiscal Court

Reciprocal Preference for Kentucky Resident Bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Method of Award

Best Value – Ranking Approach

Jessamine County Fiscal Court intends to award a Contract to the Vendor, whose offer, conforming to the Solicitation, is the most advantageous on the basis of "best value" for all products, services, and requirements contained herein.

An evaluation committee, or a designated individual, will evaluate the information provided by the Vendor in response to the established measurable criteria contained in the Solicitation.

Measurable Criteria:

Price	90 Points
<u>Experience</u>	<u>10 Points</u>

TOTAL POINTS	100 Points
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Each Vendor is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each Vendor the maximum score based on the available data submitted by the Vendor. VENDOR SHALL ENTER UNIT PRICE AND TOTAL PRICE ON THE BID SHEET. If adequate space is not available, the Vendor must attach additional information that clearly cross-references the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.).

Vendors responding with the minimum Best Value requirements in this Solicitation shall not be credited with Best Value points. Vendors responding with greater than the minimum requirements shall receive Best Value points. Failure to provide adequate information will impact the evaluated points awarded to the Vendor.

Price (90 points)

The bidder with the lowest Price receives the maximum score. The bidder with the next lowest Price receives points by dividing the lowest Price by the next lowest price and multiplying that percentage by the available points. For example, 95 points is allocated to the lowest Price criteria for this procurement, Bidder "A" bids \$3.00 as the lowest bidder and receives the maximum 95 points ($\$3.00 / \$3.00 = 1.00 \times 95 = 95$). Assume Bidder "B" is the next lowest bidder at \$4.00, then "B" receives 71.3 points ($\$3.00 / \$4.00 = .75 \times 95 = 71.25$).

Experience- (10 points)

5 years experience is the minimum requirement for this criteria. Points are only given to bidders who exceed the 5 year requirement. The bidder with the greatest number of years experience (not to exceed 10 years for evaluation purposes) receives the maximum number of points. The bidder with the next largest number of years experience, receives points by dividing the next largest number of years experience by the largest number of years experience and multiplying that percentage by the available points. For example, 10 points is allocated to the largest number of years experience, over 5 years, for this procurement, Bidder "A" bids 10 years as the bidder with the largest number of years experience and receives the maximum of 10 points ($10 / 10 = 1.00 \times 10 = 10$). Assume Vendor "B" is the bidder with the next largest number of years experience at 5 years, then "B" receives 5 points ($5 / 10 = .50 \times 10 = 5$).

Vendor shall enter number of year's experience: _____ years

Best Value scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).**

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND
CONTRACTORS CLAIMING
RESIDENT BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature

Printed Name

Title

Date

Company Name _____

Address _____

Subscribed and sworn to before me by

(Affiant)

(Title)

of _____ this _____ day of _____, 20____.
(Company Name)

Notary Public

[seal of notary]

My commission expires: _____

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND
CONTRACTORS CLAIMING
QUALIFIED BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a “qualified bidder” in accordance with [200 KAR 5:410\(3\)](#); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular “qualified bidder” status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder’s claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature

Printed Name

Title

Date

Company Name _____

Address _____

AGREEMENT FOR
ELECTRICAL INSPECTION SERVICES

This Agreement, made and entered into on this the ____ day of _____, 202__, by and between _____, whose mailing address is _____, hereinafter referred to as "Contractor"; and the JESSAMINE COUNTY FISCAL COURT, with an office located at the Jessamine County Court House, 101 North Main Street, Nicholasville, Kentucky, 40356, hereinafter referred to as "Fiscal Court";

WHEREAS, the Fiscal Court is interested in contracting with Contractor for the purpose of electrical inspections for construction of residential and commercial properties;

WHEREAS, the Fiscal Court has scrutinized the application and is desirous of contracting with said Contractor;

NOW THEREFORE, in consideration of the above premises and based upon resolution by the Fiscal Court to engage said Contractor, it is hereby agreed as follows:

1. That _____, is awarded the position of electrical inspector for Jessamine County and the City of Wilmore.
2. The Contractor shall have the right to hire, as an employee of his own, additional electrical inspectors as the need for same may arise, but such hiring shall be subject to Fiscal Court approval. Contractor must provide contact information for all such employees.
3. The Contractor agrees to comply with all County- and State-mandated regulations that apply to electrical inspections.
4. The term of the agreement is two years. It is subject to immediate termination by written notice by either party. The following addresses shall be used for purposes of notification:
5. The fees charged by the Contractor shall be those set out in the Jessamine County Code of Ordinances, and the Contractor shall be responsible for collecting said fees.
6. The Contractor shall be responsible for ensuring that the applicants for permitting have obtained an Electrical Permit/ Zoning Permit/Building Permit from the Office of the Jessamine County-City of Wilmore Joint Planning Commission prior to making inspection.
7. The Contractor shall return approved electrical permits to the Office of Jessamine County-City of Wilmore Planning and Zoning.

Witness the hands of the parties on this the _____ day of _____, 202__.

[CONTRACTOR]

JESSAMINE COUNTY FISCAL COURT

By: _____

Hon. David K. West, County Judge-Executive

Attest:

Clerk

Standard Operating Procedure (SOP) for Building Inspection Process

1. Purpose The purpose of this Standard Operating Procedure (SOP) is to outline the systematic process for conducting building inspections. This SOP ensures that inspections are carried out consistently and efficiently, promoting the safety and compliance of buildings with applicable regulations and standards.
2. Scope This SOP applies to all building inspection personnel involved in the inspection process. It covers the steps from initial request through to the completion of inspection reports and follow-up actions.
3. Responsibilities
 - 3.1 Building Inspection Team
 - Perform building inspections according to established guidelines and regulations.
 - Document findings accurately and thoroughly.
 - Communicate inspection results to relevant parties.
 - Ensure compliance with safety procedures during inspections.
 - Maintain active email address and phone number for inspection purposes.
 - 3.2 Building Owner/Occupant
 - Provide access to the building for inspection purposes.
 - Cooperate with the building inspection team during the inspection process.
 - Address any non-compliance issues identified during the inspection.
 - 3.3 Planning and Zoning Office
 - Issue Electrical Permits.
 - Provide list of electrical permits to contractor.
4. Procedures
 - 4.1 Request for Inspection
 - Contractor will receive inspection requests from building owners/occupants or relevant authorities.
 - Verify the completeness of the request, including necessary documentation and fees.

4.2 Inspection Scheduling

- Assign inspection requests to qualified inspectors based on workload, availability, and expertise.
- Schedule inspections within a reasonable timeframe, considering the urgency of the request and applicable regulations.

4.3 Pre-Inspection Preparation

- Review relevant documentation, including building plans, permits, and previous inspection reports.
- Conduct necessary research on specific building codes and regulations applicable to the inspection.
- Assemble required inspection tools and equipment.

4.4 On-Site Inspection

- Arrive at the building site at the scheduled time.
- Introduce yourself to the building owner/occupant and explain the purpose and process of the inspection.
- Conduct a thorough visual examination of the building, focusing on areas specified in the inspection request and relevant regulations.
- Document all findings, including observations of compliance or non-compliance with applicable codes and standards.
- Use appropriate measuring instruments, test equipment, or tools to assess structural integrity, safety systems, electrical, plumbing, HVAC, fire safety, and other relevant aspects of the building.
- Communicate with the building owner/occupant during the inspection, addressing any concerns or questions they may have.

4.5 Post-Inspection Activities

- Compile inspection findings into a comprehensive report, including photographs, measurements, and detailed descriptions of any identified issues.
- Clearly state compliance or non-compliance with relevant codes and regulations.
- Prioritize and classify the identified issues based on their severity and potential risk.
- Submit the inspection report to the appropriate authorities and/or building owner/occupant within the designated timeframe.

- Provide guidance and recommendations for necessary corrective actions to address any non-compliance issues.

4.6 Follow-Up Actions

- Review and evaluate the responses received from the building owner/occupant regarding the identified issues.
- Conduct re-inspections if necessary to verify the completion of corrective actions.
- Update the inspection report to reflect the status of any resolved issues.
- Close the inspection request and file the necessary documentation for record-keeping purposes.

5. Documentation and Records

- Maintain accurate and organized records of all inspection requests, schedules, reports, and related correspondence.
- Ensure that inspection reports and supporting documents are properly archived for future reference.

6. Training and Continuous Improvement

- Provide adequate training and professional development opportunities for building inspection personnel to enhance their skills and knowledge.
- Regularly review and update inspection procedures and guidelines based on changes in regulations or industry best practices.

7. Compliance and Safety

- Adhere to all applicable safety protocols and regulations during inspections to ensure the well-being of inspection personnel and building occupants.

This Standard Operating Procedure (SOP) for building inspection process should be followed by all personnel involved to ensure consistent and effective inspections. Regular updates and improvements to this SOP will help maintain the highest standards of safety, compliance, and customer satisfaction.

_____ Must provide proof of general liability insurance in the minimum amount of \$1,000,000.00 with Jessamine County Fiscal Court named as additional insurer

_____ Must have worker's compensation insurance coverage for all employees that perform work under the contract prior to execution of contract

_____ Must have a Jessamine County Occupational License and be in compliance

_____ Must adhere to all local, state and federal regulations

Company Name _____

Company Phone Number _____

Company Address _____

Email Address _____

Please submit your resume, work history and copies of certification.