

**GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE
INDIVIDUALS SUBMITTING QUALIFICATIONS AND PROPOSALS
FOR 2010 POSITION OF FIRE INSPECTOR**

- I. Invitation to Submit Qualifications and Proposal.** The Township of Upper Deerfield is requesting qualifications and proposals from individuals for the following position for the year 2010: Fire Inspector.
- II. Submitting and Delivery of Qualifications and Proposals.** Qualifications and proposals must be submitted on or before November 30, 2009 and may be submitted either by mail or in person by the individual. Qualifications and proposals must be enclosed in a sealed envelope and plainly marked "Qualifications and Proposal for 2010 Township Fire Inspector" and the envelope also shall have plainly marked on it the name and address of the individual.
- III. Time and Place for Acceptance of Qualifications and Proposals.** The Upper Deerfield Township Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Township Clerk, Township of Upper Deerfield, PO Box 5098, 1325 Highway 77, Seabrook, New Jersey, 08302, either by mail or in person by the prospective contractor or his agent on or prior to November 30, 2009 at 10:00 a.m., prevailing time. The Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the time designated for receipt.
- IV. Contract Description and Qualifications.** The Township Fire Inspector shall perform all of the services customarily performed by a Township Fire Inspector of a municipality the size of the Township of Upper Deerfield. Such services include, but are not necessarily limited to, the following:
- a. To register and inspect all life hazard use buildings/businesses to facilitate the inspection and enforcement of the Uniform Fire Safety Act. Records of these structures and inspections at least once annually will be maintained;
 - b. To register and inspect all non-life hazard use buildings/businesses to facilitate the inspection and enforcement of the Uniform Fire Safety Act. Records of these structures and inspections as required by State Statute will be maintained.
 - c. To provide guidance regarding local enforcement of the Uniform Fire Safety Act and implementing regulations. Conduct routine monitoring, as well as investigations of alleged administrative violations of the Act. Undertake appropriate corrective enforcement action when problems or violations are discovered. Maintain quarterly registry of agencies having jurisdiction within each

municipality in the state.

- d. To supervise and coordinate fire prevention for the Township.

The contractor shall possess all required State of New Jersey licenses or certifications. The resume of the individual who will perform the fire inspector services on behalf of the Township of Upper Deerfield shall be submitted with the proposal.

The individual's proposal shall clearly set forth the requested financial compensation to be paid to the individual for the year.

- V. **Selection Process.** Upon receipt of qualifications and proposals, the Township Clerk will transmit copies of each proposal to a review committee that consists of members of the Township Committee. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience as a municipal fire inspector and reputation of the individual in the field that is the subject matter of the contract;
- b. Knowledge of the Township of Upper Deerfield, issues that are unique to Upper Deerfield and the subject matter to be addressed;
- c. Availability to accommodate any required meetings of the Township of Upper Deerfield or its various departments;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the Township of Upper Deerfield.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Township Committee which may make its selection on or about January 7, 2010 by resolution.

- VI. **Obligation of Individual.** At the time of receipt of proposals, each individual will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of requests for qualifications and proposals that has been posted on the Township of Upper Deerfield website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any individual from any obligation with respect to the proposal submitted.

- VII. **Investigation of Qualifications.** The Township of Upper Deerfield will make

General Information and Specifications (continued)

such investigations as it deems necessary to determine the responsibility of the individual and the individual shall furnish the Township of Upper Deerfield all such information as may be requested by the Township of Upper Deerfield notwithstanding the fact that the release of such information to the Township of Upper Deerfield may result in the disqualification of the individual and the proposal submitted.

The Township of Upper Deerfield reserves the right to reject any proposal if the evidence submitted by, or the investigation of such individual fails to satisfy the Township of Upper Deerfield that such individual properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.

VIII. Signing of Proposal Documentation. The qualification and proposal documentation that is submitted by the individual shall be signed by the individual.

IX. Miscellaneous.

- a. All contracts awarded by the Township of Upper Deerfield shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
- b. For additional information contact: Roy Spoltore, Township Administrator, Upper Deerfield Municipal Building, PO Box 5098, 1325 Highway 77, Seabrook, New Jersey, 08302, 856-451-3811.