



**THE CORPORATION OF
THE TOWNSHIP OF MCKELLAR**

Invites

REQUESTS FOR PROPOSALS

RFP – 2023-01

Request For Proposal – Municipal By-law Enforcement

Sealed Tenders, clearly marked
Tender – 2023-01
will be received by the undersigned
until 2:00 p.m.
on Thursday, March 23, 2023

The lowest or any Proposal is not necessarily accepted.

**Ina Watkinson
Clerk Administrator
Township of McKellar
701 HWY 124
P.O Box 69
McKellar, Ontario P0G 1C0
Phone: (705) 389-2842 Ext. 4**

TOWNSHIP OF MCKELLAR
RFP FOR Municipal Bylaw Enforcement

By-law Enforcement is responsible for the investigation and enforcement of all our municipal bylaws. The By-law Enforcement Officer is responsible for monitoring and enforcing property standards, animal control, zoning regulations, excessive noise, illegal dumping and woodlands conservation. We have by-laws in place to encourage residents and businesses to be responsible and respectful of their neighbours and contribute to the health, safety and vibrancy of our community.

The municipality's objectives with respect to the by-law enforcement services are as follows:

- Enforcement of Municipal By-laws
- Working cooperatively with the Ontario Provincial Police in maintaining peace with respect to municipal by-laws and municipal property

The ideal candidate shall possess the following skills, abilities and knowledge:

- Ability to interpret and administer municipal by-laws
- Willingness to take training and workshops to enhance skills, on own time
- Demonstrated ability to deal courteously, tactfully and diplomatically with members of the public, elected officials and municipal employees
- Proven experience with by-law enforcement is a necessity

The duties and responsibilities shall include, but not limited to the following:

- Answering public inquiries
- Investigating, addressing and resolving complaints with respect to possible by-law infractions
- Writing and issuing warning letter and other notices required to enforce municipal by-laws
- Preparing for and attending any legal proceedings with respect to by-law enforcement, as necessary
- Delivering to the municipality on a monthly basis, a written report that includes the following information – Number of hours worked, delineated by by-law, list of inspections or meetings, list and description of complaint received

The selected candidate will be expected to work on a contract on-call basis, using a personal vehicle, must provide insurance. Included in contract, cell phone and body camera. Mileage for use of personal vehicle is \$250.00 for the first 425 km, and \$0.59/km for every kilometer over the first 425 km.

This RFP shall include the following information:

- Personal profile including experience, certification, training, place of residency and contact information
- A brief overview of what and how services would be provided
- List of equipment and vehicles used to fulfill services
- References

Following a review and submissions received, the municipality intends to negotiate a written contract for services with the person selected.



**TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL (RFP)
BY-LAW ENFORCEMENT SERVICES RFP 2023-01**

Submission Form

Contractor: _____

Address: _____

Telephone: _____ **Email:** _____

Contact Person: _____

Description of Work:

The Township of McKellar is seeking Proposals relating to the delivery of by-law enforcement services to enforce the safety and regulatory requirements within the municipal boundaries. The proposed agreement will be for a one-year renewable contract term.

Subtotal \$ _____

H.S.T. \$ _____

ANNUAL CONTRACT TOTAL: \$ _____

By signing below, I acknowledge that I have read and understand this Request for Proposal **2023-01** and I agree to abide by the terms and conditions contained herein.

Authorized Signature: _____

Name: _____
(Please Print or Type)

Date: _____

Witness: _____

Date: _____

*Note that this submission form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

TOWNSHIP OF MCKELLAR
RFP 2023-01
Provision of Municipal By-law Enforcement Services

TOWNSHIP CONTACTS AND ADMINISTRATION

For any questions or any additional information contact **Clerk-Administrator, Ina Watkinson** at **705-389-2842 Ext. 4** or by email at clerk@mckellar.ca

RFP CLOSING

Date of closing:

- RFP submissions can be made until March 23, 2023 at 2:00 PM. RFP submissions received after this date will not be given consideration and returned to the sender unopened. All RFPs must be signed by an official agent or representative of the company submitting the tender.

Package submission process:

- RFP packages shall be submitted by March 23, 2023 at 2:00 p.m. in a closed and sealed envelope clearly marked as to contents:

“Municipal By-law Enforcement Officer – RFP-2023-01”

**Ina Watkinson
Administrator/Clerk
Township of McKellar
701 Highway 124
P.O Box 69
McKellar, Ontario
P0G 1C0**

***Please note that the lowest or any tender may not necessarily be accepted**