



## VILLAGE OF REEDSVILLE

217 Menasha Street  
Reedsville, WI 54230-8597  
Phone: 920-754-4371  
Fax: 920-754-4757

Email: [clerk-treasurer@reedsvillewi.gov](mailto:clerk-treasurer@reedsvillewi.gov)  
[www.reedsvillewi.gov](http://www.reedsvillewi.gov)

---

### REQUEST FOR PROPOSALS FOR VILLAGE BUILDING INSPECTION SERVICES October 10, 2023

The Village of Reedsville (Manitowoc County) is issuing a Request for Proposal (RFP) from qualified companies or individuals to provide building inspection services for the Village of Reedsville, Wisconsin with a population of 1,200. The inspection services including, but not limited to: plan review, residential and commercial inspections, maintenance of inspection records and reports, and meeting attendance when requested. The services under the proposed contract will begin in March 2024.

All proposals must include:

1. Firm name, address, and contact information.
2. General information about the firm, staff experience, credentials/certifications, and training. Include experience performing similar work for other municipalities.
3. Inspection summary reports (provide examples).
4. A list of all municipal clients served within the past four (4) years, with status of client indicated as past or current.
5. Inspector availability and methods of contact for the public and Village staff.
6. Space, materials, equipment, or equipment access requested from the Village.
7. Inspector compensation (including a proposed schedule of fees) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.
8. Proof Inspector is licensed, bonded, and insured.
9. Three or more references for which the inspector has provided inspection services with the past four (4) years.
10. Proposed contract form.
11. Any other information that would be helpful in the evaluation of the inspector.

Proposals may be mailed or delivered to:

Village of Reedsville  
Attention: Village Building Inspector Proposal  
217 Menasha St  
Reedsville, WI 54230

Alternatively, proposals may be emailed as an attachment, with the email subject "Village Building Inspector Proposal" and with the email addressed to: [clerk-treasurer@reedsvillewi.gov](mailto:clerk-treasurer@reedsvillewi.gov)

**The deadline for proposals is November 9, 2023 at 4:00pm.**

Proposals will be presented to the Village Board for review and possible determination on Monday, November 13, 2023.

The Village reserves the right to seek clarification of each proposal submitted. The Village also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection. The Village reserves the right to accept or reject any or all proposals.