



City of Waukesha
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Committee: Finance	Date: 4/26/2022
Common Council Item Number: ID# 22-4020	Date: 5/3/2022
Submitted By: Steven Howard, Fire Chief SH	City Administrator Approval: Kevin Lahner
Finance Department Review: Denise Vandenbush-Kohlmann DVK	City Attorney's Office Review: Brian Running BR
Subject: Review and act on the Master Service Agreement and Statement of Work that resulted from the Fire Prevention Bureau's (FPB) Request For Proposals (RFP) for Third Party Fire Inspection Software/ Services.	

Details:
The RFP was developed by the FPB Staff and reviewed by the City of Waukesha Information Technology Department and the City Attorney's Office. The proposal was published on the City's Website and was directly sent to all vendors who expressed interest in providing a proposal (five companies). The RFP was posted for 30 days and ultimately produced 4 proposals submitted for review (LIV, Brycer, IROL, and Building Reports). The goal of all proposals was to develop a service that met the City's amended Municipal Code to require the use of a third-party reporting system for fire inspection information. The Service to be entered into will create more efficiency and accuracy by examining the available options for companies that can provide a third-party reporting service. As per the RFP, all four companies were invited for an in-person or virtual presentation and interview on their proposal. It was the intent of the Work Group to select a contractor as the City's third-party fire inspection reporting entity, who can provide a program to collect and report on the results of various fire inspections which are being conducted by independent inspection contractors for business/building owners who are required to report such information to the City's Fire Department. The selected contractor, through its reporting program, shall collect, organize, and transmit the inspections information to the Waukesha Fire Department in electronic form. Each proposal was evaluated by the Work Group to determine how the proposal met specific criteria such as Responsiveness and Solution, Professional Competence, Proposal and Cost. At the Completion of the Interviews, LIV and IROL were advanced to the final evaluation. Both companies provided access to their database(s) so that the work group could review the final interface for both the fire department and the contractor. Additionally, references were contacted for each vendor (both contractors and fire departments currently utilizing the products). At the completion of all phases of evaluation, LIV was rated the highest by the work group (the review of their references and product interface re-affirmed the group's findings). The Fire Department contacted LIV and negotiated the cost for their services and was able to reduce the cost for their service to \$13 for most of the submissions, this was the lowest rate proposal received. LIV agreed to the re-negotiation and provided updated materials for the fire department to present to the Common Council, and for final execution of the contract.

Options & Alternatives:
N/A

Financial Remarks:

There is no cost to the city for these services. LIV will charge contractors per the attached schedule per submission.

Executive Recommendation:

The City Administrator is in support of this agreement.