DATE: May 31, 2017

TO: Interested Inspection Agencies

RE: Contract for Professional Building and Mechanical inspection services required under Wisconsin’s Uniform Dwelling and Commercial Building Codes.

Waushara County is looking to contract with a licensed agency to provide for Inspection Services necessary under the State of Wisconsin’s Uniform Dwelling Code (UDC) and Commercial Building Code. Waushara County’s Building and Mechanical Code requires plan review and inspection of all new one and two family dwellings, along with additions to one and two family dwellings. Waushara County is a registered agent for Commercial Building plans and inspections also.

The agency shall provide inspectors whose duties shall include building and mechanical plan review and field inspections, necessary services related to contacts with residents and County Officials, and all associated tasks necessary to meet the inspection needs of the County as noted in our Building and Mechanical Code. Zoning Administration and the Erosion Control provisions of the Commercial and Uniform Dwelling Code are administered by the County.

Inspectors shall be certified in UDC Electrical, Plumbing, HVAC, and Construction; as well as Commercial HVAC, Plumbing, Electrical, and Building; as defined in SPS 305 of the Wisconsin Administrative Code.

The agency shall provide for inspector salaries, field communication equipment, vehicle mileage and or allowance, supplemental systems as well as support and administrative coordination, office hours for meeting with the public and contractors, adequate staffing to assist in building code enforcement and backup inspection services when regular staff is unavailable, licensing of the agency and the inspectors, and a certificate of insurance showing coverage with a minimum of $2 million of general liability and $1 million in errors and omissions coverage.

The agency shall provide a recap of permits issued for each month, copies of all permits issued, and quarterly reports by municipality to the County. The County shall provide the Agency office space and office equipment as outlined in the final contract.

Waushara County currently contracts with all local municipalities within its borders to provide this service on a broader basis, except for one City and one Village. The anticipated start date of the administration of these services is July 24, 2017.

Interested parties should submit a written proposal with proposed fees to the Waushara County Land Conservation and Zoning Office at the address noted above by June 23, 2017.

If you have any questions, you may contact me at the phone number noted above, or via email at terri.dopp-paukstat@co.waushara.wi.us

Sincerely,

Terri DoppPaukstat
Department Director
cc: Waushara County Administration