

REQUEST FOR PROPOSALS (RFP)

Annual Commercial Fire Inspection Services

Town of Lewisporte

Issue Date: August 4, 2026

Proposal Submission Deadline: September 2, 2026

RFP Number: PS-001

1. Introduction

The Town of Lewisporte is inviting qualified fire inspection firms and certified fire prevention professionals to submit proposals for the provision of **annual commercial fire inspection services** within the municipal boundaries of Lewisporte.

The Town seeks a qualified contractor to conduct annual inspections of commercial, industrial, institutional, and multi-unit residential occupancies to ensure compliance with applicable fire safety regulations, codes, and standards.

2. Purpose

The purpose of this RFP is to retain a qualified contractor to provide annual commercial fire inspections that will:

- Promote fire safety and public protection;
 - Ensure compliance with the Newfoundland and Labrador Fire Safety Regulations and National Fire Code of Canada;
 - Identify fire hazards and code deficiencies;
 - Provide recommendations for corrective actions;
 - Support municipal enforcement and fire prevention initiatives.
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3. Scope of Services

The successful proponent will be expected to provide annual inspection services including, but not limited to:

3.1 Annual Inspections of Existing Commercial Occupancies

- All existing commercial occupancies within the Town of Lewisporte shall be inspected annually;
- Annual inspections shall include commercial, industrial, institutional, assembly, mercantile, and multi-unit residential occupancies;
- Inspections shall review fire alarm systems, exits, extinguishers, emergency lighting, suppression systems, fire separations, occupant load compliance, and general fire and life safety requirements;
- The successful proponent shall identify deficiencies and non-compliance issues in accordance with the National Fire Code of Canada and applicable provincial regulations;
- Written inspection reports outlining deficiencies, required corrective actions, and compliance timelines shall be submitted to the Town following each inspection.

3.2 New Commercial Establishments

- Conduct fire inspections for newly established businesses and occupancies prior to opening, occupancy, or licensing where required by the Town;
- Review fire and life safety requirements for new establishments to ensure compliance with applicable codes and regulations;
- Provide inspection reports and recommendations for corrective actions prior to approval for operation.

3.3 Reporting

- Provide detailed written inspection reports for each occupancy inspected;
- Document deficiencies and required corrective actions;
- Maintain inspection records and databases;
- Submit inspection reports to the Town within agreed timelines.

3.4 Follow-Up Inspections

- Conduct follow-up inspections where deficiencies are identified;
- Verify corrective actions have been completed within required compliance periods.

3.5 Consultation and Support

- Provide technical guidance to municipal staff when required;
- Attend meetings related to fire prevention and compliance matters;
- Assist with fire prevention education initiatives if requested.

4. Mandatory Qualifications

Proponents must demonstrate the following mandatory qualifications:

- Certification to **NFPA 1031 – Standard for Professional Qualifications for Fire Inspector and Plan Examiner**;
- Minimum of three (3) years previous experience conducting commercial fire inspections;
- Demonstrated experience providing annual inspection services for municipalities, commercial occupancies, industrial facilities, or institutional buildings;
- Certification as a Fire Inspector or Fire Prevention Officer;
- Knowledge of applicable provincial and national fire codes;
- Appropriate liability insurance coverage;
- Strong reporting and communication skills.

Failure to provide proof of NFPA 1031 certification and relevant previous experience may result in disqualification of the proposal.

Additional Assets

The following qualifications will be considered assets:

- Knowledge and experience with the **National Building Code of Canada**;
 - Experience working with municipal governments;
 - Experience with fire safety education and prevention programs;
 - Familiarity with digital inspection and reporting systems.
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5. Proposal Requirements

Proposals should include the following:

5.1 Company Information

- Company name and contact information;
- Background and years of experience;
- Organizational structure.

5.2 Experience and Qualifications

- Proof of NFPA 1031 certification;
- Summary of previous annual commercial fire inspection experience;
- List of municipal or commercial clients serviced within the past five (5) years;
- Relevant certifications and licenses;
- Resumes of key personnel.

5.3 Proposed Approach

- Annual inspection methodology;
- Procedures for inspections of new commercial establishments;
- Reporting and follow-up process;
- Proposed timelines and service availability.

5.4 Pricing

- Detailed fee structure;
- Hourly rates and/or per-inspection costs for annual inspections;
- Pricing structure for inspections of new establishments;
- Any additional expenses.

5.5 References

- Minimum of three professional references from similar municipal or commercial contracts.
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6. Term of Contract

The anticipated term of the agreement will be for a period of one (1) year commencing on or about October 15, 2026, with the option for annual renewal subject to mutual agreement and satisfactory performance.

7. Evaluation Criteria

Proposals may be evaluated based on:

- Relevant experience and qualifications;
- NFPA 1031 certification and related credentials;
- Previous municipal and annual commercial fire inspection experience;
- Knowledge of the National Building Code of Canada;
- Understanding project requirements;
- Quality of proposed methodology;
- Cost and overall value;
- References and past performance.

The Town reserves the right to reject any or all proposals and is not obligated to accept the lowest-priced submission.

8. Submission Instructions

Proposals must be submitted no later than:

Deadline: September 2, 2026 by 4:00PM

Submissions may be delivered electronically or in sealed envelopes clearly marked:

“RFP – Annual Commercial Fire Inspection Services”

Submit proposals to:

Town of Lewisporte
152 Main Street, Lewisporte
townmanager@lewisporte.ca
Attention: Todd Champion

9. Inquiries

All inquiries regarding this RFP must be submitted in writing to:

Todd Champion
Town Manager
townmanager@lewisporte.ca
709-535-2737

10. Confidentiality and Compliance

All information submitted in response to this RFP will become the property of the Town of Lewisporte, subject to applicable access to information and privacy legislation.

The successful proponent must comply with all applicable federal, provincial, and municipal regulations.

11. Reservation of Rights

The Town of Lewisporte reserves the right to:

- Amend or cancel this RFP at any time;
- Request clarification from proponents;
- Negotiate with one or more proponents;
- Accept any proposal deemed to be in the best interest of the Town.