**RFQ #1718-232 REQUEST FOR QUALIFICATIONS**

**County Fire Marshal**

**Jackson County Board of County Commissioners**

**MARIANNA, FL**

The Jackson County Board of County Commissioners invites all interested parties to submit letters of interest to serve as a contracted Fire Marshal to inspect buildings and structures to insure compliance with County and State building, fire and life safety codes and ordinances.

The essential duties and responsibilities of a Fire Marshal include at a minimum the following:

* Inspects new and existing residences, businesses, commercial and other buildings and structures for conformance with requirements of state and county fire/life safety codes and ordinances.
* Annual inspects all buildings and facilities of public service and occupancies regulated by the Fire Prevention Code
* Reviews building and fire sprinkler plans to assure fire code requirements are met.
* Informs builders, owners, contractors and architects of code violations
* Coordinates as needed with area Fire Prevention Inspectors and Fire Chiefs concerning plans.
* Renders approval or disapproval of inspected sites regarding the issuance of building permits or stop work orders.
* Issues stop work orders
* Investigates complaints of defective projects and fire code violations that are reported, notifies responsible persons of defects/violations, and issues instruction for corrections
* Performs second inspection and reports for compliance or non-compliance to previous violations
* Prepares records and reports of inspections performed covering conditions found
* Performs related duties as required
* Successful contractor will be responsible for billing, directly to consumer, of all services rendered.

The fees to be charged shall be agreed to in advance by the successful contractor and the County Administrator. **Applicants are asked to submit their proposed rates with the letter of interest.** All interested parties shall submit their letter of interest, with all required qualifying documents to this office no later than **Wednesday, November 14th at 2:00pm, CST**. Letters of interest received after the deadline will not be considered. Please submit to:

 **Jackson County Board of County**

 **Attn: Purchasing Department**

 **RFQ #1718-32 Fire Marshal Duties**

 **2864 Madison Street**

 **Marianna, FL 32448**

For further information please contact the Purchasing Department at (850) or jaustin@jacksoncountyfl.com. The County reserves the right to waive any informality or to reject any and all submissions. Additional documents and requirements will be posted on the County website at [www.jacksoncountyfl.net/purchasing](http://www.jacksoncountyfl.net/purchasing); click on current bids and RFP’s.