



## Request for Qualifications (RFQ): Contract Plumbing Inspector

Posting Date: May 21, 2025

Response Deadline: June 4, 2025

*In accordance with federal law and state law, the Village of Antioch is prohibited from discriminating against protected classes, which include, without limitation, race, color, religion, national origin, ancestry, sex, sexual harassment, sexual orientation, gender identity, age, disability, pregnancy, arrest record, citizenship, immigration status and military status.*

## NATURE OF WORK:

The Village of Antioch, Illinois (the “Village”) is looking for a contract plumbing inspector (a “Plumbing Inspector”) with a strong sense of customer service and the flexibility to perform plumbing plan and permit reviews and conduct plumbing inspections as required by the Village.

The selected contractor/vendor will inspect all plumbing-related work in the Village as requested by the Village. Inspections will be done on an “as needed” basis. The busier inspection seasons will be in the spring and summertime; please provide for ample time to conduct these plumbing inspections. The Plumbing Inspector shall perform and carry out all work in a professional and satisfactory manner. Currently, the Village anticipates work will begin in mid-June of 2025.

**The Plumbing Inspector will be paid per inspection.** Unless otherwise mandated by applicable law, the Village will not reimburse for any travel expenses. For example, the Village will not pay for the time and/or gasoline used from the Plumbing Inspector’s office/home to a job site, from one job site to another job site, and from a job site to the Plumbing Inspector’s office/home. The Plumbing Inspector will provide for his or her vehicle.

The Village will not reimburse the Plumbing Inspector for the maintenance or renewal of his or her Illinois plumber’s license, plumbing contractor license certifications, or continuing education. This responsibility falls on the Plumbing Contractor.

All plumbing inspections will be performed during regular business hours, which is between 8:00 AM to 5:00 PM from Monday through Friday. When federal, state, and Village holidays are observed, no plumbing inspections will be conducted. However, unplanned emergency inspections may be required when necessary. For example, an unplanned water lateral repair, where a trench is opened, and a plumbing inspection needs to be done before the trench is closed. This is an example of an emergency.

As part of the inspection process, the Plumbing Inspector will also review to the plans and permits associated with the inspections. Some plans may be reviewed in a quick manner, while other plans may take longer to review. The Plumbing Inspector will need to keep a log of the plans and permits being reviewed. This will need to be verified by the Building Department on a routine basis.

The Plumbing Inspector will review the plans and permits associated with the inspections; however, the plan reviews will be done at the Village Hall during regular business hours, which are between 8:00 AM to 5:00 PM from Monday through Friday. When federal, state, and Village holidays are observed, no plan reviews will be done.

The plans or permits cannot be removed from Village Hall and therefore cannot be reviewed at the Plumbing Contractor’s office/home; all plans and permits must be reviewed at Village Hall and any plans that need to be taken to the job site, shall be returned to Village Hall at the end of the business day.

All plumbing inspections and plan reviews will be done on an “as needed” basis. All scheduling for inspections will be assigned on a weekly basis. The Plumbing Inspector will be contacted every Wednesday, during the afternoon, in person, by telephone, or email on the status for inspections for the following Monday. Except for an emergency situation where an inspection is needed very quickly.

It is the Plumbing Inspector’s responsibility to allow for the proper time to review the plans and permits and perform the inspections when needed and assigned. In other words, all plumbing inspections will be scheduled in a manner that will take into account the need of the Village and the availability of the Plumbing Inspector.

## ESSENTIAL FUNCTIONS:

- Perform residential, commercial, and industrial plumbing inspections.
- Attend assigned project meetings.
- Performs special inspections as assigned.
- Answer code questions and inquiries in writing and over the telephone.
- Answer inquiries about inspections performed.
- Review construction plans and permits for conformity with all applicable codes, laws, rules, regulations, procedures, and orders.
- Prepare reports and documents associated with plumbing work.
- Performs duties as required or assigned.

## MINIMUM REQUIREMENTS OF WORK:

- Must possess a high school diploma, GED, or higher level of education.
- Must possess a valid driver’s license, commercial automobile insurance, and a safe driving record.
- Must possess and maintain all necessary licenses and complete all necessary continuing education requirements of the Illinois Department of Public Health or the State of Illinois to maintain a valid Illinois Plumbing License.

- Must maintain a current Illinois Plumbing Inspector certification.
- Preference to possess or obtain an Illinois Cross-Connection Control Device Inspector Certification.
- Must possess five (5) or more years of work experience as a licensed plumber, preferably supplemented with knowledge of mechanical systems.
- Considerable hands-on plumbing and plumbing code knowledge.
- Ability to interpret and apply plumbing codes in a variety of situations including, but not limited to, commercial, residential, etc.
- Ability to prepare summaries, plan reviews and reports, inspection records and court documents when necessary.
- Ability to speak on professional matters to a variety of people including, but not limited to, residents, contractors, co-workers, etc., relating to inspections and plan and permit reviews performed during the course of business in order to identify deficiencies, etc., so that the appropriate corrections can be made in compliance with all applicable codes, laws, rules, procedures, orders and regulations.
- Familiarity with the 2003 International Plumbing Code and the current edition of the State of Illinois Plumbing Code. Extensive knowledge of the Illinois Plumbing License Law (225 ILCS 320/0.01, *et seq.*) current State of Illinois Plumbing Code and familiarity with Illinois Administrative Code Title 35 and the 2003 International Plumbing Code.

## PHYSICAL REQUIREMENTS OF WORK\*:

Ability to lift medium weight objects, open and close building windows and doors, and apply pressure to building components as part of inspection. Ability to use and operate inspection tools and equipment.

Ability to work indoors with possible exposure to human, animal, and rodent fecal matter; rodents and pests; inadequate ventilation, lack of light, filth and other unsanitary conditions. Ability to work outdoors in a variety of weather conditions. Ability to perform moderate manual work daily including sitting, standing, walking, bending, stooping, and climbing. Smelling - distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of odors, or recognizing particular odors, using the nose.

Ability to focus on small and distant objects, recognize depth of objects, stand for long periods of time, work outdoors at night with reduced lighting, talk, and hear. Ability to use machines, tools, equipment, and work aids of those commonly associated with this type of work including, but not limited to, automobile, flashlight, room thermometer, cellular telephone, code books, tape recorder, personal computer, software, measuring devices, hammer, screwdriver, shovel, awl, camera, electrical devices, and protection devices.

**\*Reasonable accommodations may be made in accordance with applicable laws, which may include the Illinois Human Rights Act (775 ILCS 5/1-101, *et seq.*) and the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.* (1990).**

## SUPERVISION:

The Plumbing Inspector is supervised by the Building Department. The selected contractor/vendor is responsible for completing work according to applicable federal, state, county and local laws, rules, codes, procedures and regulations, including applicable Village work rules, safety regulations and procedures.

## PUBLIC CONTACT:

The Plumbing Inspector may have daily contact with Village employees, residents, property owners, agents, and contractors. The selected contractor/vendor may work with a variety of Village departments.

## ESTIMATED TIMELINE:

**Please submit your qualifications to the attention of Howard M. Coppari, the Community Development Director, at 874 Main Street, Antioch, IL 60002 on Wednesday June 4, 2025 at 12:00 PM. Please submit all of the materials in an enclosed manila envelope labeled “RFQ: Contract Plumbing Inspector”. All responses should be thorough, complete, and accurate.**

**Any initial questions/concerns must be submitted by noon on May 28, 2025 to [hcoppari@antioch.il.gov](mailto:hcoppari@antioch.il.gov)**

Milestone	Date
RFQ Issued and Advertised	May 21, 2025 at 12:00 PM
Deadline for Initial Questions/Comments	May 28, 2025 by 12:00 PM
Deadline for Submittal of Qualifications	June 04, 2025 at 12:00 PM
Staff Review of Qualifications and Selection	June 11, 2025 at 12:00 PM
Village Board Approval of Contract (Tentative)	June 25, 2025 at 7:00 PM

## SUBMITTAL REQUIREMENTS:

Submittals shall include:

1. PLUMBING INSPECTOR AND/OR BUSINESS NAME
  - a. Plumbing Inspector’s business name, business address, telephone number, and email address.
  - b. Name and title of contact person.

- c. Years in business and states authorized to do business in.
- d. Type of ownership: Single, Partnership, Corporation, or other.
- e. If a corporation, please provide the following
  - i. Date of incorporation
  - ii. State of incorporation
  - iii. Principal officers
- f. If other than a corporation, describe the organization and name its principals/members.
- g. Have you ever failed to complete the work contracted to you? If so, explain when, where, and why this occurred.
- h. Provide information with respect to the individual or entity's insurance coverage. Include general liability insurance coverage limits, professional liability insurance coverage limits, errors and omissions insurance coverage limits, and claims/litigation history (including involvement with mediation and/or arbitration) for projects during the past five (5) years.
- i. Provide the name(s) of key member(s) who will be involved in performing the plumbing inspections and plan and permit reviews.

## 2. SIMILAR PROJECT EXPERIENCE

- a. Provide specific examples of similar plumbing-related work completed in the past five (5) years. Minimum of three (3) important contracts/projects.
- b. Provide at least three (3) references for similar projects completed in the past five (5) years.

## 3. CAPABILITIES AND SERVICES

- a. Please provide a copy of the resume(s) and relevant experience with contracts of similar size and scope for all key members who will be providing plumbing inspections or plan and permit review services to the Village. The Village is interested in as much information as possible.
- b. Provide any other information you, or your company, may deem relevant to this RFQ.

## SELECTION PROCESS:

All responses will be evaluated by Village staff and included in the following process:

- 1. Review the responses and clarify information as deemed necessary by the Village.

2. Identify two (2) or more final candidates for in-depth reviews, including telephone or virtual interviews.
3. Conduct reference calls.

The Village may enter into an agreement that is the most advantageous to the Village. Qualifications, experience, performance, availability, and cost factors will be considered as elements of a responsible response at the sole discretion of the Village. The Village's decision shall be final and not subject to recourse by any person or company. The Village reserves the right to reject any and all responses and/or to waive non-substantive deficiencies.

## CONTRACT INFORMATION:

The selected Plumbing Inspector will be notified, and a contract will be created. The contract is subject to budget approval and funding from the Village. The Board of Trustees of the Village (the "Village Board") may suspend or terminate any contract at any stage up to and including following the receipt of qualifications. Any contract is subject to review and approval of the Village Board (or the corporate authorities if required by law).

**The Plumbing Inspector will be paid per inspection. This is the amount that will be "offered" or "stated" by the respondent as part of this RFQ. No hourly amounts will be accepted for these services.**

**RFQ materials are submitted to the attention of Howard M. Coppari at 874 Main Street, Antioch, IL 60002. Please submit all of the materials in an enclosed manila envelope.**

## GENERAL TERMS & CONDITIONS

The Village reserves the right to award contracts for various projects to multiple or single respondents.

The Village reserves the right to waive informalities and irregularities in the qualifications received. The Village reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The Village will remedy or waive technical errors in the RFQ process when in the best interest of the Village.

The selected Plumbing Inspector that is deemed to be the most qualified shall be offered a contract to sign after the Village Board reviews and approves the qualifications and the "offered" or "stated" amount to be paid per inspection.

The Village Board may act to approve, reject, or delay the contract based on the recommendation.

The Village reserves the right to contact any respondent for clarification, additional interviews, negotiations, or to terminate negotiations if such is deemed desirable by the Village.

All responses must comply with applicable Illinois laws, rules, regulations and orders, including the payment of prevailing wages by all contractors working on public work projects, any criminal background investigation requirements and requirements regarding labor, including equal employment opportunity laws.

All costs associated with developing or submitting qualifications in response to this request, or to provide oral or written clarification of its content, shall be borne by the respondent. The Village assumes no responsibility for these costs. This RFQ does not commit the Village to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the Village to enter into a contract. The Village reserves the right to reject any/all submissions, award one contract, award multiple contracts or delay the award of contract(s) beyond the date specified in response to this RFQ.

## FREEDOM OF INFORMATION ACT

All information submitted to the Village in response to this RFQ will be a public record and will be subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*) ("Act") after the potential award of a contract. Please be advised that Section 7(1)(g) of that Act exempts the following information from disclosure: trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested. If you desire to have a portion or portions of your qualifications considered for this exemption, you should identify those portions accordingly.