



THE MUNICIPALITY OF
LAMBTON SHORES

**REQUEST FOR PROPOSAL
2022-28 SHORT-TERM RENTAL COMPLIANCE MONITORING**

The Municipality of Lambton Shores has recently implemented a Short-Term Rental Licensing By-Law and is seeking proposals from qualified companies to provide the following services:

- 1) Short-Term Rental address identification
- 2) Compliance monitoring
- 3) 24/7 hotline for complaints

Qualified parties with requisite experience in Short-Term Rental compliance monitoring are invited to submit a RFP outlining their experience, qualifications, and proposed work plan no later than the closing date/time identified below.

Questions and comments related to this RFP should be directed to Ms. Ashley Farr, Director of Community Services, 519-243-1400 ext. 8313 or email afarr@lambtonshores.ca.

The closing date for submissions is October 6, 2022 Only bidder's names will be released upon opening.

Closing Date: October 6, 2022, 11:00 a.m.

INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT

Bidders downloading this document from the Municipality of Lambton Shores website must register with the Community Services Department to be added to the Bidders list. Interested firms are required to complete the information below and return this form via fax to 519-243-3500 or email to afarr@lambtonshores.ca

Bidders who do not register may not receive any additional information or addendums relating to this project.

Bidder Registration Form

Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Project Name: 2022-28 Short-Term Rental Compliance Monitoring

Return by fax to: 519-243-3500

Or by email to: afarr@lambtonshores.ca

Attention: Community Services Department

SECTION 1: INFORMATION TO BIDDERS

1.1 LOCATION AND SCOPE OF WORK

The Municipality of Lambton Shores has recently passed the Short-Term Rental Licensing By-Law 43 of 2022. At present, Short-Term Rentals are required to register with the Municipality. There are currently 355 registrations in the Municipality's database.

To facilitate the implementation of this by-law, the Municipality is seeking proposals from qualified firms to provide the following services related to Short-Term Rentals:

- 1) Address identification to comb various rental platforms and monitor and report the number and location of Short-Term Rentals in Lambton Shores. Address identification must have the capability of inputting or merging data already collected by the Municipality through the registration process;
- 2) Compliance monitoring software to identify the Short-Term Rentals that are in compliance with the Short-Term Rental Licensing By-Law 43 of 2022; and
- 3) A 24/7 complaints hotline to answer issues related to the operation of Short-Term Rentals and redirect/address complaints as appropriate.

The contract will be in place for a two-year term, starting on a date agreed upon by the Municipality and the successful proponent.

1.2 SUBMISSION OF PROPOSALS

Sealed Proposals plainly marked "2022-28 Short-Term Rental Compliance Monitoring" will be received at the Lambton Shores Municipal Office 9575 Port Franks Road, Thedford ON until **11:00 am** local time **October 6, 2022.**

Email submissions to afarr@lambtonshores.ca shall also be received until 11:00 a.m. local time **October 6, 2022.**

1.3 PROPOSALS

The following shall be used for the preparation of your Proposal:

- a) Summary of your proposal
- b) Experience in Short-Term Rental Compliance Monitoring
- c) Explanation of the 24/7 call centre, including location of the centre
- d) List of key company project personnel who will be responsible for this project.
- e) Case studies for projects in communities similar to Lambton Shores
- f) At least three references of current clients. It is preferred that references are in Ontario, Canada.
- g) Proposed project implementation and schedule.
- h) Detailed list of fees and how they are charged.

1.4 ACCEPTANCE OR REJECTION OF PROPOSALS AND APPROVALS

The Municipality reserves the right to accept any Proposal or reject any or all Proposals and waive formalities as the interests of the Municipality may require.

Proposals shall remain open for acceptance by the Municipality for a period of ninety (90) calendar days after the closing date.

Proposals will be evaluated based on the following criteria:

<i>Overall Impression</i>	<i>10 points</i>
<i>Firm Experience</i>	<i>30 points</i>
<i>Cost</i>	<i>30 points</i>
<i>Project Approach</i>	<i>30 points</i>

An interview may be scheduled with the top two scoring proponents if deemed necessary by the Municipality.

1.5 WSIB

The successful Bidder shall provide a Certificate of Coverage from the Workers Safety & Insurance Board at the time of execution of the Contract and upon completion of the work before final payment is made.

1.6 CERTIFICATE OF INSURANCE

At the time of execution of the Contract the successful Bidder shall submit a certified copy of a comprehensive policy of public liability and property damage insurance in the minimum amount of \$5,000,000.00 naming the Municipality as an additional insured.

Specific details of the insurance requirements are given in Section GC6 of the General Conditions (OPS).

1.7 REFERENCE DOCUMENTS

Proponents are strongly encouraged to review the Municipality's STR Licensing Program information and By-Law 43 of 2022:

Short-Term Rental Licensing Program Background Information

https://www.lambtonshores.ca/en/our-government/short-term-rental_licensing.aspx

Short-Term Rental Licensing By-Law:

<https://www.lambtonshores.ca/en/our-government/resources/Documents/Short-Term-Rentals/Licensing-Program/43-of-2022---Short-Term-Rental-Licensing.pdf>