

**Licensed Home Inspectors RFQ**

**Questions & Answers**

**Q. Can I subcontract home inspectors if my company does not provide home inspections?**

A. No; subcontracting is not allowed. The Respondent must be a licensed home inspector. Alternatively, the license can be held by a current employee of the Respondent. Either way, all inspections must be completed by the licensed inspector(s).

**Q. If my company employs multiple licensed inspectors must they all have a minimum of three years of experience?**

A. No. There must be at least one licensed inspector currently employed by the Respondent who has a minimum of three years of experience as an Illinois licensed home inspector. That person can act as a “supervising inspector” for other licensed inspectors who do not have the required experience. However, to reiterate, all people performing inspections must be Illinois licensed home inspectors and employees of the Respondent.

**Q. Does this RFQ require me to carry workman’s compensation insurance?**

A. Contractors are expected to abide by the Illinois Workers’ Compensation Act. If the Act requires your company to carry Workers’ Compensation Insurance, then you are expected to carry it while providing services to CCLBA. If required to carry coverage under the act, the Respondent must carry the minimum amounts outlined in the RFQ upon entering into a service contract with CCLBA.

**Q. How much General Liability insurance am I required to carry?**

A. Respondents with whom CCLBA ultimately contracts for service are expected to meet the County requirements as outlined in the RFQ of \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit.

**Q. The RFQ is asking for General Liability and Errors and Omissions Insurance, this can be quite costly; are both required?**

A. Yes. This RFQ requires all Respondents to provide evidence of both General Liability and E & O insurance. If current amounts carried are less than those stated in the RFQ, it is expected that the coverage will be increased to the minimum amounts detailed in the RFQ upon signing a contract with CCLBA.

**Q. What does “cost to cure” mean?**

A. “Cost to cure” is an estimated budget required to bring all issues the inspector identified within the property into good condition. CCLBA expects a line item budget to be presented and not just a total number. A range of pricing for each item is acceptable as CCLBA understands price can vary depending on the finish quality. This number will be for CCLBA’s internal use only. CCLBA will use this budget to help price the property and evaluate the financing requirements of potential purchasers.

**Q. The RFQ states that services will be billed and paid at a rate of \$400 per assignment, is this negotiable?**

A. No. CCLBA is paying \$400 per assignment. Each building, containing up to a maximum of 4 units, will be considered an assignment. This pricing is based upon what CCLBA is currently paying to its current Home Inspection Vendors. Furthermore, there will be pretty significant volume. If you cannot make this pricing work, then unfortunately, this may not be the opportunity for you.

**Q. The RFQ states that reports must be uploaded within 7 days; what if more time is needed?**

A. CCLBA expects that the inspection and report will be completed and presented to CCLBA no later than 7 calendar days after the assignment. CCLBA will use these reports to help assess and price the properties. As a result, time is of the essence. In certain cases, CCLBA may allow longer turnaround times depending on the volume of assignments. However, generally, CCLBA will be monitoring performance and work with you to manage the number of assignments so that you can complete them in a timely manner.

**Q. Would it be a conflict of interest for us to purchase properties for which we completed the inspection report?**

A. Yes. Vendors of CCLBA are not allowed to purchase from CCLBA. If you would prefer to purchase and rehab properties from CCLBA, you’re welcome to apply for properties on our website. However, that means you would be disqualified from being a Vendor for CCLBA.

**Q. If we complete the inspection report, would this create a conflict of interest for other services we provide, such as 203K Consulting?**

A. It will not create a conflict of interest for CCLBA. However, CCLBA cannot speak to what lenders or other third parties will consider a conflict of interest. We would suggest that you disclose to any other party that you are working with that you completed an inspection report for the property.

**Q. Can support staff write up the reports?**

A. Yes. It would be acceptable for support staff to actually type up the report or input the information provided by the inspector. The actual inspection must be completed by the licensed inspector. In addition, the licensed inspector (or supervising inspector if applicable) should review the final report as they will ultimately be responsible for the final product submitted to CCLBA.