

# INVITATION TO BID

**RELEASE DATE:** March 7, 2019

**ORGANIZATION:** City of Oakley

**CONTACT:** Brad Pendergast, City Administrator (785) 671-3611

**DESCRIPTION:** The City of Oakley is accepting contractor bids for Code Enforcement Services.

**DUE:** **April 10, 2019 at 2:00 p.m.**

**CITY OF OAKLEY**  
209 Hudson Avenue  
Oakley, KS 67748  
PHONE: 785-671-3611  
FAX: 785-671-3324  
[www.discoveroakley.com](http://www.discoveroakley.com)

## 1. PURPOSE

The City of Oakley (City) intends to enter into a contract with a qualified independent contractor – either an individual or entity (Contractor) for Code Enforcement Services pursuant to the requirements and considerations contained within this bid. The Contractor will not be an employee of the City of Oakley, will work within their own time frame and will not be subject to any employment rules nor qualify for any employee benefits.

## 2. SCOPE OF WORK

### DEFINITION

The Code Enforcement Officer is responsible for inspecting properties within the City of Oakley, responding to complaints and enforcing City codes and guidelines including codes related to health nuisances, junked motor vehicles, weeds, minimum housing code, etc. This contractor should possess excellent communication and public relations skills.

### DIRECTION RECEIVED AND EXERCISED

- Receives general direction from the City Administrator
- Exercises no supervision
- Coordinates work with City departments as needed

**EXAMPLES OF ESSENTIAL DUTIES** (This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)

Importance	Tasks	% of Time
1	Responds to complaints of potential code violations relating to buildings, nuisance or other conditions, housing conditions, noise, dumping, tall grass and weeds, junked motor vehicles, trash, clearing, landscaping, and other code related matters.	25
2	Patrols and inspects the community to monitor for violations of national and local codes and ordinances related to health nuisances, junked motor vehicles, weeds, minimum housing code, etc.	20
3	Conducts field investigations of potential violations, gathers evidence, and questions complainants. Compares facts or code requirements, makes findings and issues warnings, correction notices or citations.	20
4	Meets with residents, owners, tenants, contractors, businesses and others to review and explain code requirements, violations, and potential violations. Secures code compliance.	20
5	Maintains a variety of logs and reports related to inspection and enforcement activities. Prepares recommendations for amendments and additions to codes that relate to the position.	10
6	Review cases being prepared for trial with emphasis on the evidentiary and legal issues critical to successful prosecution. Prepares detailed reports or activities and investigations made, consults with prosecutors, prepares case reports for court action and testifies in court.	5

### IMPORTANT JOB FUNCTIONS

- Provides information to persons requesting information or assistance in code enforcement related matters.

- Drafts and distributes a variety of correspondence, memorandum, notices and reports related to code enforcement issues and actions.
- Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT REQUIRED:**

Vehicle  
Computer  
General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

Education and Experience:

High school diploma or GED; and,  
Three to four years of progressively responsible related experience; or,  
Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions.

Licenses and Certifications:

Valid Kansas Driver's License  
Kansas Association of Code Enforcement certification preferred

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

Operational characteristics, services and activities of code enforcement.  
All applicable state, federal and local ordinances, laws, ordinances, rules and regulations.  
All computer applications and hardware related to performance of the essential functions of the job.  
Department organization, standard operating guidelines and policies, rules, and regulations.  
Safety procedures for all aspects of job.

Skill in:

- Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous manner.
- Remaining calm in stressful situations and to direct others during incidents.
- Solving problems and resolving conflict.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Document operating records of various tasks and assignments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with city employees, elected officials, and the public.
- Establish and maintain effective working relationships with all encountered during the course of work.

- While performing the duties of this contract, the contractor is regularly required to talk or hear. The contractor frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The contractor is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. The contractor must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Maintain effective audio-visual discrimination and perception needed for:
  - Making observations.
  - Communicating with others.
  - Reading and writing.
  - Monitoring assigned activities and operations.
  - Operating assigned equipment.
- Maintain mental capacity which permits:
  - Making sound decisions and using good judgment.
  - Prioritizing work activities.
  - Demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of duties and responsibilities which may include the following:
  - Sitting, standing, or walking for extended periods of time.
  - Lifting or carrying light to moderately heavy objects.

### **3. GENERAL CONDITIONS**

Proposals must be received at City Hall (209 Hudson Ave. - Oakley KS 67748) by 2:00 p.m., April 10, 2019. It is the responsibility of the Contractor to deliver proposals arrive at the correct location and time.

- a) Proposals shall be submitted in a sealed envelope clearly marked: 2019 Code Enforcement.
- b) Proposals are required to include a flat cost per month for services.
- c) Proposal pricing shall be valid for 90 days.
- d) The Contractor awarded this contract shall be required to comply with all Local, State, and Federal requirements related to the contract.

### **4. PROPOSAL REQUIREMENTS**

Proposals shall contain:

- a) One (1) signed original Bid Form.
- b) Resume or other documentation listing qualifications and skills outlined in Section 2: Scope of Work.

### **5. INSURANCE REQUIREMENTS**

The contractor shall have comprehensive liability insurance including Worker's Compensation prior to the commencement of contracted work. The Contractor shall indemnify and hold harmless the City against and from all liability, claims, damages, demands and costs, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of, or in connection with, the projects and their performance of the work under this contract.

### **6. AWARD OF CONTRACT**

After receipt of proposals, the City shall consider the following factors for the selection of the Contractor:

- a) Relevant past experience.

- b) Demonstrated understanding of requested service.
- c) Price per month.
- d) Passing a background check.

**(BID FORM ON NEXT PAGE)**

The City of Oakley reserves the right to reject any or all proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-responsive, or conditional proposals, and to accept a proposal in whole or in part which, in the City's judgment, best serves the interest of the City of Oakley and its citizens.



**BID FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Price per month:** \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Complete this form and return to City Hall (209 Hudson Ave. – Oakley, KS 67748) by **2:00 p.m. April 10, 2019** in a sealed envelope marked "2019 Code Enforcement". Incomplete forms shall not be considered for selection. The City of Oakley reserves the right to reject any and/or all bids. Bids may be withdrawn up to twenty-four (24) hours prior to expiration of the deadline for submitted bids.