



**TOWN OF EATONVILLE CRA
SOLICITATION FOR CONTINUING SERVICES
CS # 17-002
Enhanced Code Enforcement Officer**

INTRODUCTION

Town of Eatonville, a municipality of the State of Florida, seeks the submittal of information from vendors interested in providing all necessary services for Enhanced Code Enforcement. Vendors must submit references; the submittal sheet contained herein, Affidavit Certification Immigration Laws, certificate of insurance, and other requested documents prior to commencement of services. All vendors submitting the required information may have an opportunity to participate.

SCOPE OF WORK

The Code Enforcement Officer is responsible for the coordination and performance of work involving field inspections, managing code compliance projects and enforcing Town Codes for the Town of Eatonville. The Code Compliance Officer performs work independently within established policies and procedures.

TERM

This is an on-going service and will be reviewed at least annually.

SUBMITTAL OF RESPONSES

Interested parties are invited to submit their responses to the Procurement Division. The requested information may be e-mailed to echua@townofeatonville.org, jbenderson@eatonvillecra.org, mailed, hand delivered or faxed to:

**Town of Eatonville
Attn: Mr. J. Benderson
307 E Kennedy Blvd
Eatonville, Florida 32751
(407) 543-8064 FAX**

SUBMITTALS

- Submittal Sheet
- References
- Affidavit Certification Immigration Laws
- Insurance Certificate
- Business Tax Receipt
- Bid Sheet



SUBMITTAL SHEET

Vendor must submit the following:

- References
- Submittal Sheet
- Affidavit Certification Immigration Laws
- Insurance Certificate
- Local Business Tax Receipt
- Bid Sheet

FIRM NAME:

CONTACT NAME: _____

TITLE: _____

FIRM ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

GENERAL CONDITIONS

INDEMNIFICATION

The firm shall, in addition to any other obligation to indemnify the Town and to the fullest extent permitted by law, protect, defend, (by counsel reasonably acceptable to Town) indemnify and hold harmless the Town, their agents, elected officials and employees from and against, including, but not limited to, all claims, actions, liabilities, losses, expenses (including attorney's fees) and costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged act or omission of the consultant, any subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by the firm in the performance of the work; or liens, claims or actions made by the firm or any subcontractor or other party performing the work.

INSURANCE REQUIREMENTS

Workers' Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Non-construction industry sole proprietors and partners are automatically exempt by Florida Law from the provisions of Chapter 440, Florida Statutes (Workers' Compensation). The successful vendor must provide a letter stating the exemption status and number of employees.

Worker's Compensation Statutory Limits

Employers Liability \$1,000,000

General Liability \$1,000,000

Automobile Liability: \$1,000,000

Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages; Independent Contractors;

The Certificate Holder must be stated as:

**Town of Eatonville, a municipality of the State of Florida
307 E Kennedy Blvd
Eatonville, FL 32751**

Coverage must be provided by an insurer licensed to do business in the State of Florida

The Town must be an additional named insured in regards to General Liability and Automobile Liability.

Waiver of subrogation in favor of Town of Eatonville is required for General Liability and Worker's Compensation coverages.

Notation on the certificate reflecting the additional insured status and the waiver of subrogation or copies of the endorsements must be provided to verify requirements. "For all work performed for the Town" must be noted on the certificate.

The acceptable form of the certificate of insurance shall be the industry standard ACORD. The certificate should state that Town of Eatonville, a municipality of the State of Florida, is an additional insured arising from the work performed under the agreement with certificate holder. Certificate of insurance must be submitted with response.

PUBLIC ENTITY CRIMES STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/proposal on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting the required information, the vendor hereby certifies that they have complied with said statute.

SPECIFICATIONS

Typical Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A. Education and Training: A High School Diploma or G.E.D. is required.
- B. Experience: A comparable combination of education and experience may be considered.
- C. Certificates, Licenses and/or Registrations Required: Must possess and maintain a valid Florida Driver's license and a Florida Association of Code Enforcement (FACE) Level I is required. A Motor Vehicle Record (MVR) check will be made to determine acceptance of past driving record.
- D. Security Clearance: Florida Department of Law Enforcement background clearance.
- C. Active Code Enforcement Officers are encouraged to submit and may have some requirements waived upon request.

JOB DESCRIPTION

1. Provides coordination of code enforcement services to ensure compliance.
2. Performs inspections throughout the Town to investigate and identify code compliance violations based on the Land Development Regulations and other applicable codes.
3. Receives documented code compliance complaints.
4. Identifies violation(s), informs occupant, if available, of violation and provides recommendations for remedies of how to correct the violation and determines length of time to resolve code violation.
5. Enters violation information into software including; narrative, photos, determination of property ownership and applicable code violation information.
6. Determines schedule for re-inspection, enters all appropriate data into the software program to initiate code cases to be re-inspected by the code compliance personnel.
7. Prepares notices of code violation to be mailed out, notices of hearing and assists Lead in the finalizing of the PowerPoint presentation for public hearing.
8. Adheres to laws, regulations and policies of the Town and of the assigned Department. Follows instructions provided by the supervisor, Department Director or their designee.
9. Responds timely to customer questions and concerns.
10. Performs all duties and responsibilities in a manner consistent with the core values of the Town, and consistent with Town and Department policies.
11. Follows safe working practices and has a working knowledge of safety practices and procedures.
12. Assists the Building Services Department in retrieving and scheduling building department inspections.
13. Completes the identified required or assigned training timely and applies acquired knowledge and/or skills.
14. Participates in department meetings, staff meetings and other related activities.
15. Maintains, preserves, retains, public records pursuant to FS Chapter 119.

SPECIAL CONDITIONS

1. **INVOICING:** All invoices submitted shall contain the actual number of hours worked in order to complete the work along with any reimbursable receipts. Vendors shall submit a properly certified invoice to the Town at the prices quoted. An original invoice shall be submitted to **Town of Eatonville 307 E Kennedy Blvd, Eatonville, FL 32751**. The bidder shall include the Continuing Service number and/or the purchase order number on all invoices. The Vendors project manager or designated payroll officer shall, by affidavit, attest to the correctness and accuracy of each invoice it submits to the Town. Invoices will be processed for payment when approved by the user division.
2. Vendors will be called and or emailed to bid on individual work orders as they become available from the Code Enforcement Division. Vendors will have seven (7) calendar days to respond to the work order with an estimate of the number of hours it will take to complete the work order. If the vendor does not respond within the 7 calendar days the next vendor in rotation will be called or e-mailed to provide an estimate.
3. Vendors will be required to complete a W9
4. The total number of hours bid is “not to exceed”. Vendors can only bill the Town up to that amount. If more hours were needed to complete the work then those costs will be absorbed by the Vendor.
5. Vendors must possess a Town of Eatonville Local Business Tax Receipt (f/k/a Business License) in order to do business with the Town. A copy of such license must be provided to the Procurement Division before award is made to the successful vendor.
6. Three (3) references must be included with the submittal information. The list must contain the client’s name, address, phone number, and email address. References may be verified prior to award.

DUTY SHEET

Hourly Rate to be Charged for Each Work Order \$ 16.00*

*At no time will the Town pay a vendor more than \$20.00 per hour for service performed within this continuing service.

E. Knowledge, Skills and Abilities:

- Knowledge (intermediate level) of local, state and federal regulations affecting work.
- Knowledge (intermediate level) of relevant Florida Statutes.
- Knowledge (basic to intermediate level) of Land Development Regulations and the applicable Town of Eatonville compliance codes.
- Knowledge (basic to intermediate level) of departmental rules, policies and procedures.
- Skill in effectively dealing with the public and other agencies in a courteous, tactful and impartial manner.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to operate a motor vehicle.
- Ability (intermediate to advanced level) to utilize Microsoft Office Suite, e.g. Outlook, Word, and Excel.
- Ability to learn and follow Town building and zoning permits policies, practices, services and charges.
- Ability to maintain accurate financial records and reports.
- Ability to support the core values of the Town of Eatonville
- Honesty, integrity, and morality as the foundation of Town government.
- Professionalism as the hallmark of efficient and effective government service.
- Public health, safety, and welfare promoted through uniform enforcement of laws and regulations.
- Fiscal responsibility and sustainability.
- Environmental stewardship.
- Quality customer service.
- A strong sense of community.
- Ability to support the vision of the Town of Eatonville of a vibrant, affordable, diverse, and progressive community where citizens feel safe, enjoy their neighborhoods, and access their Town government.

I accept the \$15.00 per hour compensation for Code Enforcement as describe herein.

Vendor Name _____

Signature _____

SAMPLE WORK ORDER

To Be Completed by Code Enforcement

Description: FIELD INSPECTIONS : DEACON JONES, WASHINGTON,
LINCOLN, BETHUNE

VENDOR USE ONLY

Number of hours to perform
the work as outlined in this Work Order Hours: 10

Hourly Rate Rate: \$20.00

Total (not to exceed cost for labor) **Total: \$200.00**

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS
(SUBMITTAL PAGE)**

SOLICITATION NO.: **CS17-002** PROJECT NAME: **Enhanced Code Enforcement Officer**

TOWN OF EATONVILLE WILL NOT INTENTIONALLY AWARD TOWN CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

TOWN OF EATONVILLE MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY TOWN OF EATONVILLE** .

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name:

Signature Title Date

STATE OF:

COUNTY OF:

The foregoing instrument was signed and acknowledged before me this ____ day of

_____, 20____, by _____ who has produced
(Print or Type Name)

_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration