

TOWN OF LOXAHATCHEE GROVES
REQUEST FOR PROPOSALS
CONTRACTUAL CODE COMPLIANCE OFFICER
Bid #2010-008

The Town of Loxahatchee Groves is seeking to hire a Contractual Code Compliance Officer, as an Independent Contractor, or as a corporation, to provide Code Enforcement Services. The successful applicant needs to be State Certified at Level I, at the very minimum; Level II preferred. At this time and until the Town adopts its own Unified Land Development Code (ULDC), the contractual officer will be on call on an as-needed basis. Contractor will provide their own transportation and insurance holding the Town harmless. Contractor will be available to investigate a complaint within 24 hours of being notified by Town Management to respond.

Additionally, the successful candidate must have at least two years experience with a municipality or county, or with a company that does provide such services. Experience should include: writing citations; general knowledge of municipal and county codes; know how to access codes on line; able to access county property appraiser records for identification purposes; have prosecuted violators before a Magistrate or municipal Code Enforcement Board, as examples, and not to be all-inclusive.

Interested parties should submit a sealed proposal to: Ann Harper, Town Clerk, Town of Loxahatchee Groves, 14579 Southern Blvd., Loxahatchee Groves, FL 33470, (561) 793-2418, by Tuesday, July 6, 2010, at 3:00pm, at which time they will be opened in public.

For further information contact Town Management Offices.