

REQUEST FOR PROPOSAL ANNOUNCEMENT NOTICE

The City of Woodward
722 Main Street
Woodward, OK 73801
Telephone: 580-256-2280

REQUEST FOR PROPOSAL ANNOUNCEMENT NOTICE

The City of Woodward announces a Request for Proposal (RFP) for securing structures and abating properties deemed in violation of the City of Woodward Property Maintenance Codes, as determined by the Code Enforcement Office of the City of Woodward.

- Requirements:
1. Boarding of doors and windows and securing from access sub ground structures such as pools and basements, as per 2018 International Property Maintenance Code specifications.
 2. Trash and debris removal.
 3. Mowing and weed eating.
 4. Graffiti removal.

Agreement will be for a one-year period, beginning April 16, 2026, and ending April 15, 2027, with the option to extend for another year.

All work to be performed as directed by Code Enforcement Officers.

Proposal for securing structures shall include hourly rate per person for a two-man crew with a two-hour minimum. Material shall be considered on a per job basis.

Proposals for mowing and weed eating shall be submitted as a per service price for a standard size lot. A standard size lot is defined as 7,000 square feet. For lots over 7,000 square feet, an estimate of costs shall be submitted for approval before work begins.

Proposal for removal of trash, debris, and graffiti shall be submitted as an hourly rate. Dumping fees for trash and debris, and materials for graffiti removal shall be considered on a per job basis. A written estimate of charges shall be submitted for approval before work begins.

Proposal packets, to include required IPMC requirements, may be obtained from the Office of the City Clerk, 722 Main Street, Woodward, Oklahoma. To obtain packet electronically, contact the City Clerk's office at cityclerk@cityofwoodward-ok.gov or call (580) 254-8504.

A mandatory pre-proposal meeting will be held March 25th, 2026, at 9:00 a.m. Interested parties should meet Terry Bryan, Director of Community Development Services, at the City of Woodward City Hall, 722 Main Street, Woodward, Oklahoma, for discussion of expectations.

Contractor shall provide insurance naming the City as an additional insured, with limits of not less than \$125,000.00 for bodily injury to one person, and not less than \$1,000,000.00 for injury to more than one person, and not less than \$100,000.00 for injury to property of others, as well as worker's compensation insurance if required by the laws of the State of Oklahoma.

Selection process will include interview by City staff.

Proposals should be submitted in a sealed envelope clearly marked "Code Enforcement Abatement Proposal" and must be received by 3:00 p.m. on April 8, 2026, mailed or hand delivered to The City Clerk's Office at 722 Main Street, Woodward, OK 73801.

BOARDING AND SECURING SERVICES PROPOSALS

CONTRACTOR NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

SCOPE OF WORK

Boarding of doors and windows and securing from access sub-ground structures such as pools and basements, as per 2018 International Property Maintenance Code specifications.

All work is to be accomplished during the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. No work shall be performed on City recognized holidays. All work should be completed within 10 business days of receiving a work order. Should there be any work not completed within the timeframe, The Community Development Department must be contacted, and at the discretion of the Community Development Department an extension of the completion date may be approved.

Properties to be abated will be assigned by The Office of Community Development. No work shall be performed without prior approval of charges. All bills need to be turned in as soon as work is completed.

PROPOSAL

Proposal for securing structures shall include hourly rate per person for a two-man crew with a two hour minimum. Material shall be considered on a per job basis.

Proposals for mowing and weed eating shall be submitted as a per service price for a standard size lot.

Proposal for removal of trash, debris, and graffiti shall be submitted as an hourly rate. Materials and dumping fees shall be charged separately on a per job basis.

REQUIREMENTS

Liability insurance will be required.

Attendance at the mandatory pre-proposal meeting March 25, 2026, at 9:00 a.m., at Commission Chambers of City Hall, 722 Main Street, Woodward, Oklahoma, at which time procedures and expectations will be discussed.

PROPOSAL FORM

Boarding and securing
(Two-man crew, two hour minimum)

Mowing and weed eating of standard size lot

Hourly rate for removing trash and debris

Hourly rate for graffiti removal
