



**REQUEST FOR PROPOSALS  
TO PROVIDE CODE ENFORCEMENT  
OFFICER SERVICES  
FOR THE CITY OF ORANGEBURG**

City of Orangeburg  
Public Works Department  
1099 Russell Street  
Orangeburg, South Carolina 29115

**September 9, 2025**

## REQUEST FOR PROPOSALS

The City of Orangeburg is requesting proposals from interested and qualified professionals to provide Code Enforcement Officer Services in accordance with the City of Orangeburg's Code of Ordinances and International Property Maintenance Code. Specifications may be obtained at City Hall, Public Works' Office, 1099 Russell Street, Orangeburg, SC 29115 or on our website [www.orangeburg.sc.us](http://www.orangeburg.sc.us). It is the intent of the City to procure a Code Enforcement Officer for a contract term of one (1) year and will automatically renew on a yearly basis unless terminated by either party.

Please review all documents pertaining to the RFP prior to submitting information. Documentation can be found by visiting [www.orangeburg.sc.us](http://www.orangeburg.sc.us).

To be considered, the Firm or Individual must submit an original RFP in a sealed envelope or package, clearly marked with the Firm's or individual's name and address, and the words "RFP Code Enforcement Officer Services".

RFP's will be received by hand delivery to:

City of Orangeburg  
Attention: Building Inspection/Code Enforcement  
1099 Middleton Street  
Orangeburg, South Carolina 29115

RFP's will be received by mail addressed to:

City of Orangeburg  
Attention: Building Inspection/Code Enforcement  
P.O. Drawer 387  
Orangeburg, South Carolina 29116

or emailed to:

[david.epting@orangeburg.sc.us](mailto:david.epting@orangeburg.sc.us)

Qualification packet must be received by the Public Works Office by 2:00 pm, on October 7, 2025.

**LATE SUBMITTALS RECEIVED AFTER THE AFOREMENTIONED DEADLINE DATE, EITHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE CITY OF ORANGEBURG CITY HALL—PUBLIC WORKS' OFFICE. IT IS THE SOLE RESPONSIBILITY OF THE FIRM OR INDIVIDUAL FOR ASSURING THAT THE RFP IS RECEIVED BY THE DESIGNATED DATE. NO FAXED, OR ORAL RFP WILL BE ACCEPTED.**

**THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/OR ALL**

**SUBMISSIONS, TO ACCEPT ALL OR ANY PART OF THE SUBMISSION, TO WAIVE IRREGULARITIES AND TECHNICALITIES, AND TO REQUEST RESUBMISSION, IF IT IS DEEMED IN THE BEST INTEREST OF THE CITY.**

**SCOPE OF WORK**

The Scope of Work to be performed by the awarded firm or individual consists of, but is not limited to, the following:

- Performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conducts field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances;
- Performs field visits of businesses and construction sites to ensure business license compliance; documents, analyzes, interprets, and evaluates information obtained from site visit; and coordinates collection arrangements for taxes and fees due. Pursues collection assistance of other revenue items including local hospitality and accommodations taxes.
- Prepares evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepares a variety of written reports, memos, and correspondence related to enforcement activities.

- Patrol assigned areas to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attends meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of city ordinances and codes; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Locates vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- Assists in researching, drafting, and rewriting municipal codes, participate in the development of forms and processes utilized to address various issues as needed.

## **QUALIFICATIONS:**

Qualifications for the Code Enforcement Officer are:

- Two (2) years of experience related to inspection, law enforcement, building inspection, land use, public administration or other related fields.
- Not be an employee of the city or hold any office with the city government, nor hold any other elective or appointive office in the county or state while serving as special officer.
- Comply with the Code of Ethics of the State of South Carolina.

## **INSURANCE**

The successful bidder shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period.

The following minimum insurance coverage is required.

- The City of Orangeburg is to be added as an “additional insured”. This language **must** be written in the description section of the insurance certificate, and a copy of the certificate should be supplied to the City of Orangeburg.
- Any costs for adding the City of Orangeburg as “additional insured” will be at the contractor’s expense.

- Commercial General Liability Insurance covering premises-operations, products-completed operations, contractors and contractual liability.
- Limits: Combined single limit bodily injury/property damage \$1,000,000.

## **PROPOSAL SUBMISSION**

Interested parties must submit a 'Proposal Intent Response Form' by the deadline of September 19, 2025, at 5:00 pm to contact listed on page 8.

All responses shall include the following information, organized in a clear and concise manner:

- Title Page- This shall show the individual's name, physical address, telephone number, email address, and date.
- Brief Profile and Statement- (2 page maximum) providing a history of your experience and expertise as it relates to this position.
- A detailed description of work to be performed.
- Up-to-date Resume
- Statement of Availability- Explain your local availability and degree of accessibility to the City.
- Respondents may submit hourly rates for Code Enforcement Special Officer Services or a flat rate per week. Either option shall include billing for review of complaints, research, and attendance at hearings.
- Three (3) professional references.
- Preferred days and time for Code Enforcement

All Proposals should be submitted no later than 2:00 pm on October 7, 2025, to:

David Epting  
City of Orangeburg  
Public Works  
PO Drawer 387  
Orangeburg, SC 29115  
803-533-6010  
[david.epting@orangeburg.sc.us](mailto:david.epting@orangeburg.sc.us)

Questions regarding this proposal must be submitted to [david.epting@orangeburg.sc.us](mailto:david.epting@orangeburg.sc.us) no later than September 30, 2025.

## **SELECTION PROCESS**

A selection committee will evaluate all responsive information submitted. The following criteria will be used to evaluate each firm:

- Experience, qualifications, and ability to perform requested services
- Cost proposal

- References

The City of Orangeburg reserves the right to:

- Reject any or all proposals.
- Award a partial proposal.
- Waive any informalities or irregularities in the proposal submission process.
- Negotiate further with any proposing parties.
- Withdraw the request for proposal if deemed in the best interest of the City.
- Terminate any services at the City's discretion within the terms of the contract.

## **CONFLICT OF INTEREST**

The bidder, by signing his bid, certifies that to the best of his knowledge or belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order.

## **NO COLLUSION**

By offering a submission to this Request for Proposals, the Applicant certifies that no attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principals(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective applicants should make an affirmative statement in its proposal to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

## **NON-DISCRIMINATION CLAUSE**

The City of Orangeburg does not and shall not discriminate on the basis of race, color, religion (creed), gender expression, age, genetics, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. The contractor, sub recipient, or Subcontractor shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, genetics, disability, and gender identity in the performance of this contract. Failure by the contractor to carry out these requirements is a material breach of his contract, which may result in termination of this contract or such other remedy as the recipient deems appropriate.

## **RELATIONSHIP WITH CITY**

It is the intent of both parties that the Special Officer be legally considered an independent contractor and shall not be deemed as acting as an officer, employee, or agent of the City of Orangeburg, nor shall he/she accrue any of the rights or benefits of a City employee. The parties expressly acknowledge it is not their intent to create any rights or obligations in any third person or entity.

**RFP Timeline:**

1. RFP Issue Date: September 11, 2025
2. Intent to Propose Due Date: September 19, 2025
3. Last day for questions: September 30, 2025
4. RFP Due Date: October 7, 2025
5. RFP Review: October 13 – October 17, 2025
6. Presentation: October 20, 2025
7. Award Announcement: Week of October 27, 2025

**(ADDENDUM A)**

**PROPOSAL INTENT RESPONSE FORM**

RFP Title: \_\_\_\_\_

Please review the Request for Proposal (RFP). Furnish the information requested below and return this page to the City of Orangeburg Contacts listed on page 4 under 'Proposal Submissions' by **5:00 pm on September 19, 2025.**

Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

Choose one of the following Options:

\_\_\_\_\_ Do intend to submit a proposal

\_\_\_\_\_ Do Not intend to submit a proposal

If you are not responding to this RFP, please provide your reason(s):

*Please provide the following contact information:*

Name (First, Middle Initial, Last): \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_