



Dwight D. Eisenhower Municipal Building
419 N. Broadway Street
Abilene, KS 67410
www.abilenecityhall.com
Phone: (785) 263-2550

Invitation to Bid
Project: Property Securement Contract
City of Abilene, Kansas

You are invited to bid on a contract for the securement of door and window openings for properties in violation of city codes in the City of Abilene. This contract will be in effect from April 1, 2026, through March 31, 2027. Work will be performed as instructed by the City Inspector/Code Enforcement Officer for properties condemned in accordance with the 2018 International Property Maintenance Code, Section 108.1 – Closing of Vacant Structures. The boarding installation shall comply with Appendix A Boarding Standards, Figure A103.1(1) – Boarding of Door or Window.

The City of Abilene, Kansas, will receive sealed bids until 4:00 p.m., Thursday, March 19, 2026, at the Office of the City Clerk, 419 Broadway, Abilene, Kansas 67410. Bids received by email will not be accepted.

Submission requirements:

- Bidder must be at least 18 years of age.
- Bidder must specify the proposed hourly labor rate. Material costs will be reimbursed separately for each job upon submission of paid receipts.
- Bidder must provide proof of \$300,000 in liability insurance.
- Bidder must provide their own equipment and tools.

The City of Abilene reserves the right to reject any and all bids and to waive technicalities under these specifications.

Upon award of the contract, the City's responsibilities will include:

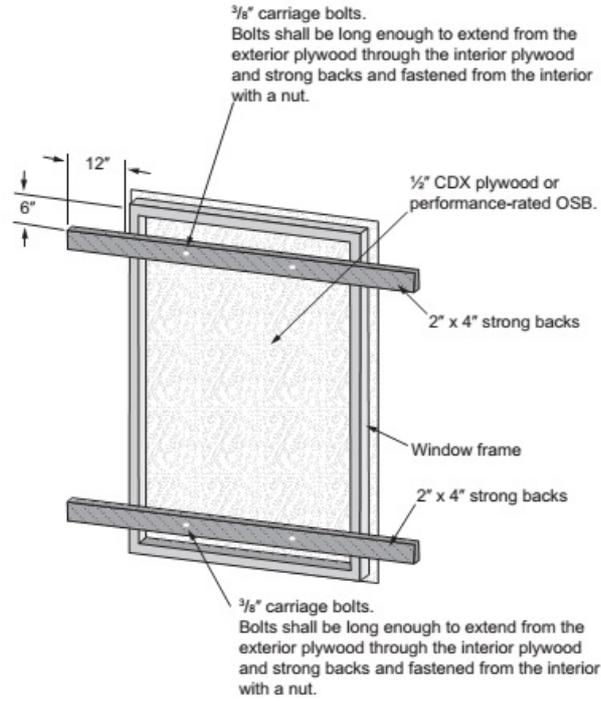
1. Issuance of work orders by email.
2. To provide a clear image or map of the property's boundaries to assist the Contractor in avoiding encroaching on another property.
3. To clearly identify the work area of each job through a site plan and/or photographs, including where opening securities are ordered to be installed. Openings no higher than the second floor of any condemned residence will need to be installed.
4. To review and authorize specialized equipment rental requests, including reimbursement to the contractor.

The contractor's responsibilities will include:

1. To obtain liability insurance amounting to at least \$300,000.
2. To confirm receipt of work orders by email within 24 hours.
3. To notify the City Inspector/Code Enforcement Officer via call or text at 785-200-0541 upon starting and finishing each job.
 - a. All work must be completed within ten (10) business days from the date the work order is issued, unless prior arrangements have been made with the City Inspector's office. Delays in starting the work must be communicated promptly to the City Inspector/Code Enforcement Officer.
 - b. Services should be performed during the City's regular operating hours between 8 am – 5 pm Monday- Friday unless otherwise approved by the City Inspector/Code Enforcement Officer.
4. To not enter any fenced or gated areas unless otherwise approved by the City Inspector/Code Enforcement Officer.
5. To cease work and contact the City Inspector/Code Enforcement Officer with any concerns regarding the property or contact from the property owner.
6. To obtain prior approval from the City Inspector/Code Enforcement Officer to rent specialized equipment to complete a specific job. Upon approval, the contractor will coordinate all rentals and submit a paid receipt to The City for reimbursement.

For any questions regarding this bid, please contact the City Inspector at 785-263-2355 or email travis@abilencityhall.com.

APPENDIX A BOARDING STANDARD



For SI: 1 inch = 25.4 mm.

FIGURE A103.1(1)
BOARDING OF DOOR OR WINDOW