

REQUEST FOR PROPOSAL

RFP REQUIREMENTS

ITEM: **Legal Services for the Redford Township Employees Civil Service Commission only.**

DEADLINE:

Responses will be accepted by the Township Clerk until 3:00 p.m. on Thursday, December 17, 2009. Bids will be opened at 3:00 p.m. in the Board Room, Township Hall.

1. Preparation of RFP:

- A. Respondents are expected to examine specification and all instructions. Failure to do so will be at the bidder's risk.
- B. Each respondent shall furnish all required information on company bid forms. Erasures or other changes must be initialed by the person signing the forms. **The proposal should include a copy of your contractual language for township review as part of the proposal.**
- C. If there is any doubt as to the meaning of any part of the specifications or other conditions within this invitation, please call 313-387-2760 for clarification.

2. Submission of Bids:

- A. All responses shall be submitted in **sealed** envelopes and **shall** include the following information on the face of the envelope:

Respondent Company Name
Respondent's Address
LEGAL SERVICES BID

Failure to do so may result in a premature opening of, or failure to open, such proposal. **All Responses must be hand delivered or mailed to:**

Charter Township of Redford Clerk's Office
15145 Beech Daly Road
Redford, Michigan 48239

- B. Respondents are responsible for submitting proposals before stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected.
- C. In the event no reply is to be submitted, do not return the invitation. Please send a letter or postcard to Thomas Sesko, Personnel Director, to advise whether future invitations are desired for the type of service covered by this invitation.
- D. Any response may be withdrawn by giving written notice to Thomas Sesko, Personnel Director, before stated closing time. No response may be withdrawn or cancelled for a period of ninety (90) days after said closing time.
- E. All submittals become property of the Charter Township of Redford and may be used in current and/or future specification development and/or in requests for bids at the sole discretion of the Charter Township of Redford.

3. Consideration of Proposals:

- A. The Charter Township of Redford reserves the right, when it is deemed to be in the best interest of the Township, to award the bid in its entirety, in part, in any combination, or not at all and/or to select the response or combination or responses deemed in the best interest of the Township at the Township's sole discretion.
- B. The Contractor/Company acknowledges and agrees that the Township, with the written approval of the Contractor/Company, may extend this bid for new projects and or additional work of a similar nature at the same unit price as set out by Contractor/Company herein. All extensions beyond this bid as set out herein, shall be approved by the Township Board.

4. Terms:

- 1. All bids to be tax exempt, State of Michigan #38-6006-306.
- 2. The bid price must be effective for a period of not less than one year. The contract shall continue in effect until such time either party provides 30-day written notice of termination.
- 3. The vendor selected to perform the legal services shall be bonded and insured. Proof of these requirements must be provided with the proposal. General Liability and Workmen's Compensation insurance must meet all Township minimum insurance requirements.
- 4. Vendor shall provide a list of references with contact information before contract is awarded.
- 5. **Billing/Invoicing:** Invoices shall be submitted monthly with payment due net 30 days.
- 6. **Scope of Service:** The attached list describes the minimum services to be provided. The bidder may specify additional services in the proposal.
- 7. **All employees subject to background check.**

Please direct your questions to Thomas Sesko at 313-387-2762, Monday through Friday, from 8:30 am - 4:30 pm E.T.

REDFORD TOWNSHIP INSURANCE REQUIREMENTS

5.04.A.

Worker's Compensation

Coverage A – Compensation	Statutory
Coverage B – Employer's Liability	
- Each Accident	\$ 500,000
- Disease Each Employee	\$ 500,000
- Disease Policy Limit	\$ 500,000

5.04.B.

Comprehensive General Liability* - coverage shall be occurrence form

General Aggregate	\$ 2,000,000 **
Products – Completed Operations	\$ 1,000,000
Personal and Advertising Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical expenses	Not Required

5.04.C.

Comprehensive Automobile Liability – coverage shall include owned, non-owned, and hired autos

Bodily Injury – Per Person	\$ 1,000,000
Bodily Injury – Per Accident	\$ 1,000,000 **
Property Damage	
- or -	
Combined Single Limit	\$ 1,000,000 **

5.04.D.

Owner's Protective – Coverage Shall be Occurrence Form

Policy to be written with the Charter Township of Redford as the insured

General Aggregate	\$ 2,000,000
Each Occurrence	\$ 1,000,000

5.04.E.

Umbrella or Excess Liability

5.04.F.

Professional Liability

General Aggregate	\$5,000,000
Each Occurrence	\$1,000,000

** CONTRACTOR is granted the option of arranging coverage under a single policy for the full limits required or by a combination of underlying policies with the balance provided by an Excess Liability or Umbrella Liability policy, with the Each occurrence and the Aggregate limits equal to the total limits requested.

* Certificate shall show that X, C, and U Coverage is included.

REDFORD TOWNSHIP EMPLOYEES CIVIL SERVICE COMMISSION REQUEST FOR PROPOSAL

LEGAL SERVICES

The Redford Township Employees Civil Service Commission is seeking Request for Proposals (RFPs) for legal services. These legal services will be provided to the RTECSC in the due course of fulfilling their duties. The proposals are to be submitted by 3:00 p.m., Thursday December 17, 2009;

Charter Township of Redford
Attn: Clerk's Office
15145 Beech Daly
Redford Twp., MI 48239

All qualified parties are encouraged to respond to this request for proposal to provide legal services. Redford Township reserves the right to discuss any substitutions, additions or deletions with awarded bidder. The legal services contract should include but not be limited to the following:

<ul style="list-style-type: none"> • Biographical statement of the firm/service provider
<ul style="list-style-type: none"> • Firm/service provider's policy for handling a conflict of interest
<ul style="list-style-type: none"> • Fee structure: flat fee for year or hourly rate or other
<ul style="list-style-type: none"> • Fee structure expressed in dollars.
<ul style="list-style-type: none"> • Fee for incidental expense, i.e. mileage, faxes and postage
<ul style="list-style-type: none"> • Firm/service provider's experience with Michigan Public Act 246 as amended
<ul style="list-style-type: none"> • Firm/service provider's experience with labor relations in Michigan
<ul style="list-style-type: none"> • Firm/service provider's experience with the Michigan Township Act
<ul style="list-style-type: none"> • List of personnel with specific qualification and references for each person listed
<ul style="list-style-type: none"> • Provide resumes for all principals and staff designated by the respondent for major assignments and attach the resumes as an appendix.
<ul style="list-style-type: none"> • Print out from the Michigan State Bar Association providing proof that at least one who will be practicing is an active member in good standing with the Association.
<p>The proposal must be submitted in one original hard copy and six photocopies thereof.</p>
<ul style="list-style-type: none"> • Any proposal received after the specified time and date will not be considered.
<ul style="list-style-type: none"> • Faxed responses are not acceptable. • Email responses are not acceptable.
<ul style="list-style-type: none"> • An official authorized to bind the firm/service provider to its provisions must sign the proposal.
<ul style="list-style-type: none"> • Proposals must contain a statement stating the period for which the proposal remains valid. For this RFP, the proposal must remain valid for at least ninety (90) days.