



PROPOSAL FOR LABOR & EMPLOYMENT LAW SERVICES CHARTER TOWNSHIP OF PLYMOUTH MI

The Charter Township of Plymouth, Michigan, hereby invites the submission of proposals for the following areas of professional legal expertise:

Labor & Employment Law Services

Proposals will be received until Friday, April 13, 2018 at 3 p.m., by Jerry Vorva, Clerk, Charter Township of Plymouth, 9955 N. Haggerty Road, Plymouth MI 48170 at which time a public bid opening will be held. Bid details may be picked up at the Office of the Clerk or by contacting 734-354-3228.

Additional information may be obtained from Township Supervisor Kurt L. Heise, by calling (734) 354-3201 or email at kheise@plymouthtwp.org.

All proposals shall include a total of three (3) copies, shall be in sealed envelopes, and shall be marked:

“PROPOSAL FOR LABOR & EMPLOYMENT LAW SERVICES”

Plymouth Township reserves the right to waive irregularities and accept or reject any or all proposals, or any part of any proposal.

Following the bid opening, the Supervisor will review all bids and select 2-4 firms for interviews with the Board of Trustees at a date to be determined. If chosen to interview, the attorney to be designated as the "lead" attorney from the firm shall be present for questions, without exception.

A decision for representation shall be made by vote of the Board of Trustees, and the effective date of the agreement set forth at that time.

Dated: March 9, 2018

CHARTER TOWNSHIP OF PLYMOUTH

Kurt L. Heise
Supervisor

INSTRUCTIONS

1. Please read all documents contained in the proposal specifications.
2. Law firms are responsible for submitting their proposals to the appropriate location at or prior to the time indicated in the specifications. No proposal will be accepted after the designated time or date indicated in the proposal specifications. No exceptions.
3. Law firms are responsible for reporting, in writing, any errors in the proposal specifications to the Supervisor's Office in accord with the contact information contained in the Notice.
4. Questions or clarifications to the technical specifications must be made in writing prior to the submission of the proposal.
5. The only forms/documents required to be submitted as a proposal are the following:
 - Non-Collusive Proposal Certificate, signed
 - Proposal
6. Should the Township be made aware of or find discrepancies or omissions in the specifications, it shall send amended written instructions to all law firms. The Township will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any law firm by any person or persons.
7. Whether a proposal is sent by mail or by personal delivery, the law firm assumes all responsibility for having its proposal deposited on time in the office of the Township Clerk.

GENERAL INFORMATION

In determining the qualifications of a law firm, the Township will consider the law firm's record in the performance of existing contracts for similar services in which it has entered with other public bodies; and the Township specifically and expressly reserves the right to reject the proposal of such law firm if the record discloses that such law firm, in the opinion of the Township, has not properly performed such contracts or has otherwise disregarded its obligations to its employees or the public clientele it serves.

The Township may make such investigation as it deems necessary to determine the ability of the law firm to perform the terms of the contract and the law firm shall furnish to the Township all information for this purpose as the Township may request. The Township reserves the right to reject any proposal if its investigation of the law firm reveals that, in the opinion of the Township, the law firm is not properly qualified to carry out obligations of the contract and complete it as outlined herein.

Conditional Proposals Will Not Be Accepted.

The Charter Township of Plymouth reserves its rights to enter into contracts with as many law firms as it determines necessary to ensure adequate legal representation.

The law firm must comply strictly with all applicable provisions of Michigan Law, as it may be amended and supplemented. Before commencing work, the successful law firm shall furnish evidence of insurance coverage in kinds and amounts applicable to the awarded relationship specified with a Certificate of Insurance acceptable to the Township. The Township is an equal opportunity employer and expects the law firm selected to comply with Federal and State Anti-Discrimination Laws.

PROPOSAL SPECIFICATIONS

LABOR AND EMPLOYMENT LAW SERVICES

General Terms

The Township anticipates entering a fee based agreement following selection of a qualified firm for a period of two years, with the right to extend that agreement for additional one year periods on mutual written consent. The agreement would be terminable upon 30 days written notice by either party, without cause.

Billable time and expenses would be negotiated between the successful bidder and the Township. A proposal may include a summary of the anticipated terms of an agreement, including a suggested billable hour, expense estimates, and statement of general philosophy on the attorney client relationship the Township may expect.

PROPOSAL REQUIREMENTS

Your response to the RFP should address, at a minimum, each of the items outlined above. You may add additional information that you deem to be appropriate. It is strongly encouraged that the proposal contains the following information, but such information is not a requirement;

Qualifications and Experience

- A. Provide a brief history and description of the law firm including a presentation of qualifications, limited to not more than ten pages, exclusive of resumes and other forms.
- B. Provide a summary of experience you have with the subject scope of work. Identify specific qualifications which you believe especially qualify your law firm to perform this work.
- C. Provide a description, location, date of completion and client contact person regarding services carried out by your law firm within the last five years which are comparable in scope to the proposed project. The services must have been carried out by persons who will be assigned to this project.
- D. Provide the names and brief background of all professionals to be assigned to the Township, and include a resume of the proposed lead attorney that will be the Township's point of contact.

- E. Contact information for at least three pertinent references with which the law firm has provided legal advice.
- F. The law firm must disclose any conflicts of interest to their accepting an award of the contract, and if a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the law firm.
- G. Provide a list of the last five (5) collective bargaining agreements negotiated by the lead attorney and for what governmental entity.
- H. Provide list of case names handled by the lead attorney involving any labor or employment law matter before the Michigan Employment Relations Commission, Circuit Courts (any jurisdiction) and/or Court of Appeals.

Cost Proposal

Clearly identify each of the following:

- A. The job title or classification and hourly rate of all individuals to be utilized in the representation of the Township based upon his/her area of legal expertise.
- B. The charges for telephone, file review, copying, facsimile, messenger services, and related costs not included in the firms hourly fee schedule.
- C. The additional fees, costs or other charges for which the firm will anticipate reimbursement, including travel costs, if any.
- D. A description of the firms policy or organizational structure for all discovery procedures, court appearances, trial work, research, absent/conflict coverage, and file administration.

NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, the law firm certifies that:

1. This proposal has been independently arrived at without collusion with any other law firm or with any competitor or potential competitor.
2. This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposals for this service, to any other law firm, competitor or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership or corporation to submit a proposal.
4. The person signing this proposal certifies that he/she has fully informed themselves regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the law firm as well as to the person signing on its behalf.

By:

Its:

Address:

Contact: