



CITY OF SAMMAMISH
801 228th Ave SE
Sammamish, WA 98075
Office (425) 295-0500
FAX (425) 295-0600

Indigent Defense Services
REQUEST FOR PROPOSALS

PROPOSALS will be received by the City of Sammamish for Indigent Defense Services:

1. A contract will be awarded based upon the following criteria: price quote, qualifications of contractor, the organizations demonstrated ability to provide services for cities.
2. The City of Sammamish reserves the right to reject any or all proposals, waive informalities, and make the award in the best interest of the City.
3. Items quoted shall be F.O.B. Sammamish, WA 98074.
4. The Request for Proposal documents can be downloaded from the City's website at www.ci.sammamish.wa.us. You may also request a copy from the City Clerk's Office by calling (425) 295-0511 Monday through Friday between the hours of 8:00 am to 6:00 pm. Items quoted shall be F.O.B. Sammamish, WA 98075.
5. Proposals should be mailed or hand delivered to:
City of Sammamish
Attn: City Clerk Melonie Anderson
801 228th Ave SE
Sammamish, WA 98075
6. Proposals must be received by 5:00 p.m. on Friday, November 17, 2006 in order to be considered.
7. Schedules: This project must commence no later than 15 calendar days from Notice to Proceed. Contractor shall work in accordance to the attached work calendar.
8. Insurance: The awarded Contractor shall provide evidence of insurance of the types and limits described in the attached sample contract document. This includes Workers' Compensation, Liability, and Property Damage Insurance. The City of Sammamish shall be named as an additional insured on each policy. If you plan to request an exception to the insurance requirements, include your request with your quotation.

Questions concerning the request for proposal should be directed to Mike Sauerwein, Administrative Services Director, (425) 295-0510 e-mail msauerwein@ci.sammamish.wa.us



**PROPOSAL QUOTE
Indigent Defense Services**

City of Sammamish
Attn: City Clerk Melonie Anderson
801 228th Ave SE
Sammamish, WA 98075

The undersigned hereby certifies that he/she has read the requirements and specifications for providing indigent defense services in accordance with the City of Sammamish's Request for Proposal; thoroughly understands the same; and proposes to meet or exceed the specifications.

**We propose to provide all of the services described in
ATTACHMENT A: Specifications and Price Proposal**

SALES TAX @ ____% \$ _____
TOTAL PRICE \$ _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

TITLE OF AUTHORIZED OFFICIAL: _____

FIRM NAME: _____

ADDRESS: _____ CITY _____ ZIP _____

TELEPHONE: () _____ FAX: () _____

BID DUE DATE/TIME: Friday, November 17, 2006 by 5:00 p.m.

BIDDING REQUIREMENTS
INFORMATION TO BE SUBMITTED WITH PROPOSAL

Each Contractor must respond to each of the following requests/questions in a clear and comprehensive manner. An incomplete or inaccurate response may prevent the Contractor from further consideration for the services described in this RFP.

a) Contractor Profile:

- 1) Provide the full name, main office address, and tax identification number of the entity that would ultimately enter into a contract with the City.
- 2) Provide the name and address of the entity that would actually provide the services to the City, if different from above.
- 3) Identify if your firm is an individual, partnership or corporation; if incorporated, the state of incorporation.
- 4) Provide an Organizational chart.
- 5) Provide the name(s), addresses(s), and telephone numbers(s) of the persons who are authorized to negotiate a contract with the City and also the contact person to whom notices regarding the RFP should be sent.
- 6) Provide copies of all business registrations/business licenses.

b) References/Experience/Past Projects

- 1) List five references, include names, titles, and telephone numbers of contact persons, which you have provided services to in the past two years.
- 2) Provide a list of four additional projects or contracts that your firm currently services that is similar in scope to this RFP.
- 3) List any other relevant experience.

The City will contact some or all of the listed references and may conduct a site visit of one or more of the projects or contracts listed.

c) List of Workers/Subcontractors:

- 1) List all proposed staff by name, identifying the proposed Contract Manager. List each person's current role in your firm and their proposed role in relation to the work contemplated under this RFP. Tell whether they will be employed full-time or part-time.
- 2) Describe each staff member's specific professional qualifications and years of applicable experience.
- 3) List all subcontractors and the work to be subcontracted out to them. If you do not know the name of the subcontractor, list the work you plan to subcontract out.

d) Insurance Coverage:

The Contractor must furnish general liability insurance of not less than \$1,000,000 per occurrence/aggregate for personal injury and /or property damage.

Worker's compensation in accordance with Washington State law shall be secured for the Contractor and its employees, and for all subcontractors.

The City may require a performance bond.

If awarded a contract, these insurance policies shall be changed to name the City of Sammamish as an additional insured and shall include a provision prohibiting cancellation or reduction in the amount of said policies, except upon thirty (30) days prior written notice to the City.

e) Other information/questions

- 1) Has the Contractor ever been terminated, replaced, or failed to complete work awarded under a contract? If so, name the client and describe the circumstances.
- 2) Has the Contractor ever been named as a defendant in any litigation brought on by a client as a result of a contract? If so, describe the circumstances fully, and identify the court in which the litigation was filed and provide the case number.
- 3) Describe the Contractor's on-call and emergency response procedures to deal with problems. Provide a list of hourly rates for all services and any minimum call-out hours.

**Exhibit “A”
Scope of Work**

City of Sammamish
City of Sammamish Indigent Defense Services

1. **General.** All indigent defendants charged under criminal ordinance (except land use code enforcement violations) of the City who qualify for appointed counsel and are screened on or after March 1, 2000 shall be referred to the Contractor. The Contractor shall provide legal representation for each of these defendants from the time of screening for eligibility through trial, sentencing and appeal to the Superior Court, if necessary.

2. **24-Hour Telephone access.** The Contractor shall provide to the Sammamish Police Department a telephone number or numbers at which an attorney can be reached twenty four (24) hours each day for “critical stage” advice to defendants during the course of police investigations and/or arrest for criminal violations of City ordinances.
 - D. **Compensation.** Contractor shall provide under this Agreement the following services: bail hearings, pretrial meetings, motions, trials, sentencing, reviews and appeals.

 - E. **Discovery Provided.** The City shall provide to the Consultant at no cost one copy of all discoverable material concerning each assigned case. Such material shall include, where relevant, a copy of the abstract of the defendant’s driving record.

 - F. **Applicant Screening.** An independent screening process established by the City shall determine determination of indigence for eligibility for appointed counsel under this Agreement. Should the Attorney determine a defendant is not eligible for assigned counsel prior to the establishment of the attorney/client privilege, the Attorney shall so advise the City to reconsider the screening of that particular individual.

 - G. **Attorney Conflict.** In the event the representation of a defendant hereunder raises a conflict of interest such that the attorney cannot ethically represent the defendant, said defendant shall be referred back to the/city for assignment, without cost to the Attorney. Nothing in this Section shall preclude the Court from assigning other public defense counsel to a defendant in case of conflict.